POLICY AND PROCEDURES MANUAL
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POLICIES AND PROCEDURES

Section 1: Purpose

University of Hawai‘i at Mānoa Fleet Services (UHMFS) provides the means for safe and economical transportation for University personnel or units requiring vehicles for official University business. UHMFS is responsible for the acquisition, purchasing, leasing, and replacement of State-owned vehicles assigned to the University of Hawai‘i. UHMFS also provides a standardized preventive maintenance schedule and repair and maintenance services.

Section 2: Authority Statement

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The Manager of Commuter and Fleet Services is delegated the authority for the administration of the UHM Fleet Services program to which all Motorized vehicles fall under (i.e. including Motorized Utility Carts).

Section 3: General Objectives

A. The objectives of UHMFS are:
   1. To assist University units in meeting the needs of its employees for vehicular transportation as required in the course of performing the official duties;
   2. To assist University units in maintaining the vehicles in a safe, dependable, and economical operating condition;
   3. To assist University units in obtaining the maximum use of State-owned vehicles;
   4. To reduce overall vehicular transportation costs for the University
   5. To accept transfers of vehicles from other agencies or private donations, provided said vehicles are in an acceptable condition; and
   6. To be self-sustaining

B. To maintain and operate a central garage facility in order to provide the economical repair, maintenance, storage (see Section 11), fuel, oil, and other services for State-owned vehicles assigned to the University.

C. To purchase or otherwise acquire, within the limits of available appropriated funds and spending ceilings, additional vehicles as shall be required to meet the transportation requirements of the University.

Section 4: Eligibility Requirements for the Use of Services

A. The following University units are eligible to use the services provided by the UHMFS:
   1. All established units of the University of Hawai‘i system.

   [NOTE: Units requesting use of services may use accounts established with the Research Corporation of the University of Hawai‘i (RCUH) and the University of Hawai‘i Foundation (UHF) for bill payment purposes]

B. The following units are not eligible (ineligibility is not limited to this list):
1. Student organization or clubs;
2. Non-state or privately owned vehicles; etc.

C. The Fleet Services supervisor has the authority to approve or deny requests for services based on established eligibility requirements. The Operations Manager of Commuter and Fleet Services has the authority to review all appeals on eligibility decisions.

Section 5: Hours of Operation

The Administrative Office shall be open from 7:00 a.m. to 4:30 p.m., Monday through Friday, except on legal holidays.

The Repairs and Maintenance section shall be open from 7:00 a.m. to 11:55 a.m. and from 1:00 p.m. to 4:00 p.m., Monday through Friday, except on legal holidays.

The Gas Pump section shall be open from 7:30 a.m. to 11:55 a.m. and from 1:00 p.m. to 3:30 p.m., Monday through Friday, except on legal holidays.

Section 6: General Policies

Drivers of State-owned vehicles are under constant public scrutiny. To avoid liability of criticism the following rules shall apply:

1. Supervising University units of authorized drivers (operators) shall determine on a regular basis that authorized drivers possess a valid driver’s license;
2. State-owned vehicles shall be used for official University business only;
3. Operators shall drive safely and obey all City & County, State, University, and campus traffic and parking ordinances, rules, and regulations;
4. Fines for traffic violations or crimes shall be the responsibility of the operator and the University unit;
5. A pre-trip check on short-term rental vehicles shall be made by the operator prior to each use.

Section 7: General Travel Policy

A. State-owned vehicles shall be operated only by authorized state officials and employees possessing a valid driver’s license. University units may authorize student employees or registered students with valid driver’s licenses to drive State-owned vehicles for official University business.

B. Individuals who are not state employees or state officials may be permitted to operate State-owned vehicles with the prior approval of the respective Organizational or University unit head.

C. Operators of State-owned vehicles shall be personally responsible for vehicles assigned to or operated by them should damage result through negligence, misuse, or abuse. All damages or missing parts found on UHMFS vehicles, which are assigned to a University unit, shall be reported to the University unit with a cost estimate to correct these deficiencies. Failure to pay for the repairing of damages or the replacement of lost items by the University unit may warrant cancellation of vehicle assignment and refusal of future service. Should a State-owned vehicle be damaged beyond repair, the user will be required to reimburse UHMFS an agreed-upon fair market value of the damaged vehicle. Operators of UHMFS rental vehicles shall be required to pre-check the vehicle to be used and report and damage or lost items to the UHMFS Office prior to use. Upon the return of the UHMFS rental vehicle, UHMFS shall inspect the vehicle for any new damages or lost items. If there are any damages or lost items, the responsible University unit shall be notified and billed accordingly. The operator may be charged for such damages or lost items through legal procedures and may be subject to further disciplinary action.
D. At no time shall unauthorized riders be permitted in a State-owned vehicle. Riders essential to or part of the University unit shall be considered authorized riders. Operators who permit unauthorized riders may be subject to disciplinary action.

E. Authorized operators of State-owned who incur parking fees, parking meters, and other toll expenses while on official University business shall seek reimbursement from their respective University units. Employees are expected to examine the reasonableness of such charges on the same basis as if they were paying these charges personally.

F. The fact that an employee is authorized to drive a State-owned vehicle is not an approval of the use of such vehicle for purposes other than official University business.

G. When a State-owned vehicle will be used for official University business at times other than official business hours (such as weekends, legal holidays, or evenings), a written request shall be submitted in advance by the University unit for approval from the Commuter and Fleet Services Operations Manager.

Section 8: Procedures for Requesting Vehicles

A. Short Term Rental or “Daily Rental” Program

Short term rental or “Daily Rental” requests for vehicles shall be made on our official AssetWorks website:

http://128.171.105.14/infocenter/FAReservationsPortal/ReservationLogin.aspx

Requests must be initiated by the University unit(s), approved by their respective University unit head or an authorized representative and their fiscal officer. Requests shall be submitted at least three business days in advance of the requested rental period. Verbal reservations for rentals with no written/online request shall be automatically cancelled.

Rental requests are processed on a first-come, first-serve basis and are contingent upon the availability of vehicles. UHMFS shall make every effort to provide a suitable vehicle to meet the University unit’s needs. However, UHMFS shall reserve the right to replace or substitute vehicles as necessary because of any mechanical failure or emergency repair.

UHMFS shall accept rental requests no earlier than one year prior to the vehicle reservation date.

Vehicles shall be returned to the UHMFS lot for refueling during regular hours of operation (see Section 5). Gas pumps are open from 7:30 a.m. to 11:55 a.m. and from 1:00 p.m. to 3:30 p.m., Monday through Friday, except on legal holidays.

Written procedures for emergency conditions and after-hour return of vehicles are provided to the driver at the time the vehicle is picked up. Any and all emergencies shall be reported to either UHMFS and/or the UHM Department of Public Safety if after business hours. (See Sections 14-16)

Please contact our office for access to the website and for any questions or concerns:

Phone: 808-956-8875
Email: Auxtrans@hawaii.edu

Fleet Services Vehicle Reservation Portal

The procedure to reserve a vehicle is outlined below. Internet Explorer is required. If you need to return to the previous page, do not click on the Internet Explorer back button. Instead, click on the back button in the reservation portal. Back Cancel Confirm. If any issues occur, click the compatibility mode
button (broken page icon). It is located in or next to the address bar (will vary depending on version of Internet Explorer). Button will look similar to this:

![Button Image]

**Initial Log In and Password Change**

Before accessing the UHMFS Reservations Portal, you will need to go to log in to the system and change your password. **Do not enter your UH email password! Read below.**

Go to [http://128.171.105.14/infocenter/FASuiteInfoCenter.htm](http://128.171.105.14/infocenter/FASuiteInfoCenter.htm) in Internet Explorer to access the login screen.

1. Login with your assigned User ID and Password. Your User ID will be the same as your UH Username (e.g. jonsmith@hawaii.edu’s User ID will be “jonsmith”). Upon first login, your Password will be the same as your User ID (e.g. User ID “jonsmith” will have the Password “jonsmith”).

2. The Change Password screen will appear. Enter your old password, your new password and confirm it, then click **Change Password**.
If successful, you will be logged off and returned to the login screen. At this point you can access the Fleet Services Reservations site at http://128.171.105.14/infocenter/FAReservationsPortal/ReservationLogin.aspx and log in with your new password.

Reserving a Fleet Services Rental Vehicle(s)

http://128.171.105.14/infocenter/FAReservationsPortal/ReservationLogin.aspx

1. Log in with your Assetworks account, provided by Fleet Services staff. Any questions about your Assetworks account may be directed emailed to: Auxtrans@hawaii.edu

2. To create a new reservation, click the “New Reservation” button on the right.
3. On the reservations screen, select a Pickup and Return date, either by clicking the calendar icon and selecting a date and time, or by typing in the date and time manually. **NOTE: Vehicle pick up should be no later than 3:30 p.m.**

**WEEKEND RENTALS:** Vehicle must be picked up on Friday. For the Pickup time, enter the time you wish to pick up the vehicle on Friday. For the return date and time, select the following business day at 8:00 a.m. In the notes, please write the day and time you will be returning it. Billing adjustments will be made to ensure you are not overcharged. Please allow 30 minutes to 1 hour for pickup.

4. Select the type of vehicle you wish to reserve by clicking the select button.
*For sedan rentals* please visit http://www.enterprisecarshare.com/University/overview/

NOTE: The URL will need to be copied and pasted into your web browser's URL field.

5. Click on the button and select your Account ID. Type in the destination, and if necessary, any notes (e.g. additional operators). Please note: Federal-Funded Accounts are not accepted (accounts beginning with a 5 or 6).

*SOEST, OUTREACH & CTAHR DEPARTMENT USERS*: Enter "SOEST", "OUTREACH", or "CTAHR" in the Account ID field. Once you receive the appropriate Account ID from your fiscal officer, contact our office to update your Account ID.
6. IMPORTANT: Enter the names of the drivers in the “Reservation Note (optional)” field. The person picking up the vehicle, either the requester or the driver, will need to provide a valid driver’s license. NOTE: Due to system limitations, we are unable to make the Reservation Note field mandatory, nor are we able to change the text. Drivers MUST be entered in this area. Also, if you are renting for the weekend/holiday, please enter what days and times the vehicle will be used from so we may charge appropriately. Our vehicles cannot be used to transport non-college students without approval from UHM Commuter and Fleet Services.
7. Review email addresses and Vehicle type. If correct fiscal officer email is not shown, enter the correct fiscal officer email in the blue field.

8. After confirming information entered is correct, click “Confirm” to place your reservation.
9. A confirmation message will appear at the top upon confirming your reservation.

![AssetWORKS](image1)

10. If you wish to view or cancel your reservation, log into the home page, and click on the red number under “Reservation ID”

![Reservation ID](image2)

11. If you wish to cancel your reservation, click “Cancel Reservation”.

![AssetWORKS](image3)

B. Long Term Rental Program

The UHMFS “Long Term Rental Program” is a vehicle support program where a vehicle is assigned to a specific Organizational unit for its exclusive use. The Organizational unit identifies specific University unit(s) that will be assigned the use of the vehicle from the existing fleet. The Organization and/or University unit(s) pays an annual fee to Fleet Services to cover the cost of repair, maintenance, the eventual replacement of the vehicle, and must commit to the program for a minimum 7 years.

Long term vehicle rental requests shall be submitted in memorandum form to the Operations Manager of Commuter and Fleet Services and include:

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www.manoa.hawaii.edu/fleet
• Reason for the need of the vehicle
• Specific program to be serviced
• District/area to be covered – travel plan
• Period vehicle will be used
• Approximate number of miles to be driven each month
• Completed and signed Vehicle Acquisition Form (with vehicle specs)

The requesting University unit shall be notified by the Manager of Commuter and Fleet Services of the outcome of the request. In the event the request cannot be accommodated or is denied, UHMFS shall suggest alternative means of transportation and provide reason for the denial.

Open enrollment for joining the Long Term Rental Program is July 1 to February 7 every year. A list of Organizational units (with number of vehicles) wanting to join the Long Term Rental program shall be prepared by the Fleet Services Supervisor and submitted to the Operations Manager of Commuter and Fleet Services for review and approval. The Director of Auxiliary Services may make any changes, approvals, or denials to the list of Organizational units deciding to join the Long Term Rental Program.

Benefits of joining the Long Term Rental Program:

• UHMFS allocates the initial cost of the vehicle
• General service repairs and maintenance and emergency service call outs into the field
• Disposal of the vehicle at no charge to the College/Department
• Replacement vehicle in the long run

The Long Term Rental rates are established by prorating the initial cost of the vehicle over an established period of time for its replacement and general operating costs. Please see Section 9 on Rates and Billings.

C. Activity Owned Vehicle Acquisition Procedures

All University units requesting to purchase, lease, or receive a donated Government Surplus, or Federal Government vehicle, or replace a motor vehicle shall comply with the Activity Owned Vehicle Acquisition procedures. All Vehicle Acquisition Forms must be submitted with appropriate fiscal signatures and vehicle bid specifications. UHMFS is responsible for the procurement of vehicles using the purchasing departments’ account codes. All University newly acquired state vehicles must adhere to the UH MFS vehicle standards. All vehicles acquired by the University are evaluated by UHMFS for feasibility of utilizing alternate fuels based on cost and use of the vehicle. Deadline to submit Vehicle Acquisition Form, attachment form(s), and other supporting document(s) for the fiscal year shall be no later than February 7. University units shall provide UHMFS and the Vice Chancellor’s office ample time for review, evaluation, and approval.

(Note: The approval of an acquisition does not guarantee the purchase will be made within the same fiscal year.)

Under what conditions a University unit may be allowed to purchase a vehicle?

When a unit is included in one of the following User Groups:

1. Specialized Vehicles: These are vehicles designated for a specific use, such as rubbish disposal, transporting disabled persons, ambulances, transporting heavy items, etc. (No minimum mileage requirement total number of vehicles required for specific functions shall be documented and justified on the request and attachment forms)
2. Facilities, Grounds, Safety, and Service Vehicles: these vehicles are maintenance, security, health and safety, traffic control, UHMFS. (No minimum mileage requirement total number of vehicles required for specific functions shall be documented and justified on the request and attachment forms)
3. Daily Users: These vehicles are used on a daily basis to carry out required job responsibilities such as off-campus errands, off-campus meetings, etc. where the cost benefits are less than using alternative transportation options. (minimum usage of 8,500 miles is required annually)

4. Off-Campus Commuter Use: These vehicles are required to commute to the University of Hawai‘i Mānoa Campus and other locations from satellite offices such as Community College Campuses, Waikīkī Aquarium, Snug Harbor, etc. (minimum usage of 8,500 miles is required annually)

5. Sponsored Research or Training Funding: these vehicles have been specified in a sponsor’s terms and conditions, appropriated via a grant, etc. (No minimum mileage requirement total number of vehicles required for specific functions shall be documented and justified on the request and attachment forms)

When a vehicle meets the established minimum mileage requirements:

- For User Groups #1, #2, and #5:
  a. No minimum mileage requirement
  b. Total number of vehicles required for specific functions shall be documented and justified on the request and attachment forms

- For User Groups #3 and #4:
  a. A minimum usage of 8,500 miles is required annually

Vehicle Eligibility Analysis:

University units shall meet established eligibility requirements in order to receive approval to purchase an activity-owned vehicle. These requirements shall include, but not be limited to, a careful analysis of need and future recurring costs of the vehicle. This analysis shall be provided via memorandum to UHMFS in addition to submitting the Vehicle Acquisition Request Form. The analysis shall include evidence of how the vehicle is essential and supports the University unit’s mission and goals. Determining if a vehicle is essential to a University unit shall include an examination of how the unit will obtain maximum use of the vehicle. The analysis of the acquisition and future recurring costs of the vehicle shall include the initial acquisition cost of the vehicle, annual insurance premiums, repair and maintenance costs, fuel costs, future replacement cost, and other reoccurring costs. An analysis of other available transportation alternatives shall be included with each request.

Transportation alternatives:

- Short-term rental of a vehicle from UHMFS rental fleet
- Use of daily Campus Mail delivery services
- Use of on-campus Rainbow Shuttle System
- Implementation of a vehicle sharing agreement within a college department or within a building
- Leasing of a vehicle
- Use of car allowance or mileage reimbursement provisions
- Walking to destination(s)
- Public Transportation

Also they will need to provide an analysis of the acquisition cost of the vehicle shall include annual insurance premiums, repair and maintenance costs, fuel costs, future replacement costs.
UHM Fleet Vehicle Standards

All vehicles purchased must be white in color. University vehicles shall bear state governmental license plates and registration. The UHM decal is displayed on both driver and passenger doors of vehicles. All vehicles will have “No Smoking” decals placed inside visible on the front dashboard. No permits, stickers, signs, or other markings are allowed on any University vehicle, other than official University markings. This also applies to vehicles or carts that are donated to the University.

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Insurance

The University of Hawai‘i Risk Management Section (RMS) maintains property (physical damage) and liability insurance coverage for University-owned vehicles in accordance with state law and regulations. The property and liability coverage for University-owned, leased, and rental vehicles is provided on a primary basis.

All University units requesting to purchase, lease, or receive a donated, Government Surplus, or Federal Government vehicle, or replace a motor vehicle, shall comply with the following:

Vehicle Acquisition Request Process

1. Fill out UHMFS Vehicle Acquisition Form.
   a. Fill out necessary information
   b. Get Fiscal Officer & Dean/Director approvals
2. Fill out necessary vehicle technical specifications.
   a. Please feel free to contact us if you need assistance with vehicle technical specifications. (Samples available)
3. Submit Vehicle Acquisition Form (originals, with signed approvals) and vehicle specifications to Fleet Services Supervisor for evaluation.
4. Submit vehicle eligibility analysis via Memorandum signed by Dean or Chair.
5. Once evaluated by Fleet Services Supervisor approval or denial will be made by the Operations Manager of Commuter and Fleet Services.
   a. UHMFS will request a formal bid to purchase (using college/department account code) requested vehicle(s) through UHM Procurement Office
6. UHMFS will notify you of the bid results, once approved by your office, we will proceed with purchasing.
7. All newly purchased vehicles shall be delivered to UHMFS, 2027 East-West Road Honolulu, HI 96822.
   a. All vehicles are registered and licensed through our office

Vehicles purchased outside of these established UHMFS policies and procedures will not be registered and licensed.

Donated vehicles will be evaluated on a case-by-case basis by the Operations Manager of Commuter and Fleet Services.
Motor Vehicle Acquisition Policy

1. University units interested in acquiring a motor vehicle shall submit a UHMFS “Vehicle Acquisition Request Form” to the UHMFS Office.
2. University units shall meet established eligibility criteria to acquire a vehicle.
3. University units requesting to replace a vehicle shall follow the same procedures for purchasing a vehicle.
4. Passenger vehicles are restricted to sub-compact and compact type; exceptions to purchase larger passenger vehicles may be granted by the Vice Chancellor for Administration, Finance and Operations, but the burden of proof of the larger vehicle's necessity lies with the requesting University unit.
5. Deadline to submit a Vehicle Acquisition Request Form, attachment form, and other support document(s) for the fiscal year shall be no later than February 7.
6. University units shall provide UHMFS and the Vice Chancellor’s Office ample time for review and evaluation of exception requests.

(NOTE: The approval of an acquisition request does not guarantee the purchase will be made within the same fiscal year.)

Vehicle Acquisition Request Procedures

1. The Vehicle Acquisition Request Form and attachment form may be obtained from the UHMFS Website or UHMFS Office. The department may duplicate additional forms as needed.
2. The request form shall be properly completed with the appropriate information and authorized signatures and submitted to the UHMFS Office.
3. All requests shall be evaluated based on the “New/Replacement Vehicle Acquisition Eligibility Criteria.”
4. The attachment for, “Request for Approval of Vehicle Purchase” shall accompany all Vehicle Acquisition Request Forms.
5. Replacement vehicle requests shall be evaluated on the basis of established “Disposal Criteria for Determining Replacement of a University Vehicle.”
6. University units shall provide standard vehicle specifications, if available. UHMFS will provide assistance in developing vehicle specifications to University units. UHMFS reserves the right to alter vehicle specifications to meet State and UHM procurement policies.
7. The requirement for air conditioning shall also be justified in the request's attachment form.
8. University units requesting special equipment or accessories not included in the basic vehicle specifications shall include detailed information on the request form and also justify the need for such equipment on the request's attachment form.

Approval Process

1. All submitted request forms shall be signed by the person authorizing the purchase and the Fiscal/Administrative Officer responsible for verifying the availability of funds for the vehicle acquisition.
2. The Fleet Services Manager shall review submitted request forms to ensure that the forms have been properly completed. UHMFS will return all request forms that are incomplete or missing the “Request for Approval of Vehicle Purchase form.”
3. Unit Deans or Directors shall evaluate all requests based on the eligibility criteria to acquire vehicles. For the replacement of vehicles, UHMFS shall also evaluate the need to replace vehicles based on the criteria to dispose of vehicles.
4. UHMFS shall either review the Vehicle Acquisition Request Form for appropriateness and forward request forms to the Vice Chancellor responsible for requesting University Unit.
5. The outcome of exception request shall be provided in writing to the requesting University unit.

6. After the Vice Chancellor approves the requests, UHMFS shall prepare the request forms for submittal to the Office of Procurement, Real Property and Risk Management (OPRPRM) through their Business Office and requesting University units' Business Office.

Section 9: Rates and Billing

A. Rates are established by prorating the initial cost of a vehicle over an established period of time for its replacement and general operating costs. Current rates are available at the UHMFS Office.

1. Long Term Rental Program Rates (O‘ahu only)

   a. University units are billed at the beginning of each fiscal year for vehicles assigned to them. This cost includes:
      • Vehicle registration and preparation
      • All routine repair and maintenance services:
        ✓ Servicing and preventative maintenance
        ✓ Repair and/or replacement resulting from normal wear
        ✓ Quarterly maintenance
        ✓ Safety check
        ✓ Wash, vacuum, and polish (only provided quarterly)
        ✓ Trouble call, where the University unit’s driver was not negligent
      • Replacement of vehicle
      • Loaner vehicles are available for Long Term Rentals when all of the following conditions are met:
        ✓ Assigned vehicle is inoperable, not including routine maintenance or accidents
        ✓ A “loaner vehicle” is available
        ✓ Repairs and/or replacements were caused by normal wear and tear, as determined by UHMFS

Loaners are provided as a benefit to participating members of the Long Term Rental Program, but the University unit is responsible for payment of all fuel costs incurred.

   b. University units shall be responsible for payment of any and all repairs that are not specified under routine repair and maintenance services (Section 9-A1a) including, but not limited to:

      (1) Damage caused by lack of maintenance in compliance with the established Preventative Repair and Maintenance Schedule or the Preventative Maintenance Safety Tips or by use of fuel, oil, lubricants, or fluids not recommended in the

      Preventative Maintenance Repair and Maintenance Schedule. Maintenance not performed by the Fleet Services Repair Section is subject to examination and evaluation if questions arise about maintenance. UHMFS recommends that University units retain all documentation of repairs and receipts and make them available if questions arise about repair or maintenance services performed.

      (2) Damage due to accident (unless covered under the vehicle’s insurance coverage plan), misuse, or alteration. Damage caused by any of the
following is not covered under “routine” repair and maintenance services:

(a) Collision, fire, theft, freezing, vandalism, riot, explosion, or objects striking the vehicle;

(b) Misuse of the vehicle, such as driving over or against curbs, overloading, racing, or other competition. Proper vehicle use is specified in Sections 6 and 7 of the Fleet Services Policies and Procedures Manual;

(c) Alteration or modification to the vehicle, including the body, chassis or components, after final assembly by the vehicle’s manufacturer. In addition, coverages do not apply if the odometer has been disconnected, or its reading has been altered or mileage cannot be determined.

(NOTE: Contract terms and conditions do not apply to vehicles currently or previously titled as salvaged, scrapped, junked or totaled.)

(1) Damage or corrosion due to environment, chemical treatments, or “Aftermarket” products. Damage caused by airborne fallout (chemicals, tree sap, etc.), stones, hail, earthquake, water or flood, windstorm, lightning, the application of chemicals or sealants subsequent to manufacture, etc., is not covered.

After Manufacture “Rustproofing” which includes the application of after-manufacture rustproofing products may create an environment which reduces the corrosion resistance built into your vehicle. Repairs to correct damage cause by such applications are not covered under routine repairs and maintenance. In addition, cosmetic of surface corrosion (resulting from stone chips or scratches in the paint, for example) is not included in “routine” repair and maintenance services.

Defects in paint, trim, upholstery or other appearance items are normally corrected during the new vehicle pre-delivery inspection. Any deterioration due to use and exposure is not covered under “routine” repair and maintenance services.

(2) Any extra expenses, such as economic loss, loss of vehicle use, inconvenience, storage, payment of loss of time or pay, vehicle rental expense, lodging, meals or other travel costs, etc. is not covered.

(3) Any and all repair costs that result because of unreported damages shall be the responsibility of the University unit.

(4) Trouble calls, where negligence on the part of the University unit’s operator is involved. Also, when the spare tire is not installed by the operator when a flat tire occurs.

(5) Any cleaning resulting from the University unit operator’s misuse, abuse, negligence, theft, vandalism, etc.

(6) Vehicle insurance (DAGS) costs
(7) Processing and other fees relating to repairs resulting from an accident.

2. Vehicle Rental Program rates

Rates are charged by the hour, day, or month and on each unit of time and fraction thereof. The University unit is also responsible for costs involving:

a. Repair and/or replacement as a result of the user’s negligence, misuse, abuse, theft, and/or vandalism
b. Cleaning charges resulting from:
   ✓ Litter, sand, mud, paper, etc., left in the vehicle
   ✓ Negligence, misuse, abuse, theft, and/or vandalism
   ✓ Vehicle is returned excessively dirty
c. Any unreported damages
d. Trouble call, where negligence on the part of the University unit’s driver is involved. Also, when the spare tire is not installed by the driver when a flat tire occurs.

All changes to the original rental request and/or cancellations shall be submitted in memorandum for and authorized by the University unit head and fiscal officer. Verbal changes alone are not accepted (reference section 8A, regarding revisions). However, verbal cancellations shall be accepted only if a written request in the form of a memorandum is received within 5 working days. Failure to provide proper written authorization for cancellations shall result in a penalty charge:

a. For rentals up to one week: 24 hours notice
   Penalty charge: Reservation or one day, whichever is less

b. For rentals in excess of one week: 3 working days notice
   Penalty charge: One day rental

B. Fuel rates are available at the UHMFS Offices section. Drivers shall sign for any fuel costs incurred. “Gas Can” purchases shall be made in writing on a UHMFS “Petroleum Products Requisition” form. A “Petroleum Products Requisition” form shall be completed and submitted to UHMFS. These requisition forms can be submitted in advance for a period no longer than one fiscal year. The University units have the option to submit the requisition form with each fill up.

Individuals requesting Gas Can fill-ups without proper authorization shall be turned away at the pumps.

C. Rates and/or estimates for services or repairs are only available from the Fleet Services Supervisor. UHMFS shall not accept vehicles for repairs without proper authorization from the respective University unit. Upon completion of the repairs, the individual receiving the serviced vehicle shall certify that all materials, supplies, and services have been received in good condition.

D. Billing supported by appropriate documentation, shall be mailed to the responsible University units by UHMFS on a timely basis. All University units shall reimburse UHMFS promptly and no later than 30 days after receipt of billing. Repeated delinquency in payment may be grounds for cancellation of vehicle assignment or services.

E. Rates may be changed by the Operations Manager of Commuter and Fleet Services whenever it
is determined that such changes are necessary to meet the expenses of the services provided. Rate changes shall take effect 30 days after proper notices have been distributed to University units.

Section 10: Policy for Monthly Travel Logs

In order to ensure that all State vehicles are operated only for official University business by authorized licensed personnel, Monthly Travel Log forms shall be maintained by all University units assigned a vehicle. This shall include Long Term Rental vehicles and activity owned Program vehicles.

Travel logs shall be completed to account for each trip taken and all mileage used. Each driver shall complete and sign the Monthly Travel Log certifying that the trip and mileage used were for official University business. There shall be no break in the mileage or odometer reading indicated on each Monthly Travel Log. The final odometer reading at the end of the month shall be recorded and shall serve as the starting reading for the new monthly travel log. Additional sheets may be submitted to substantiate monthly mileage usage.

The following information is required in order to account for all mileage driven:
- Date of trip
- Time that the vehicle was signed-out to the driver
- Beginning odometer reading
- Time that the vehicle was returned by the driver
- Ending odometer reading
- All Destination(s) included in the trip
- Operator’s or Driver's Signature.

Long Term Rental Program units are required to promptly submit full complete Monthly Travel Logs to UHMFS no later than the fifth working day of the following month. Continuous delays or failure to submit monthly travel logs by the fifth working day of the following month may be grounds for cancellation of vehicle assignment.

University units with Activity Owned vehicles will not be required to submit the completed Monthly Travel Logs to UHMFS. The University units will maintain the required vehicle Monthly Travel Log records for their Activity Owned vehicles. The units will continue to monitor the vehicle usage to account for each trip taken and all mileage used. Copies of these records may be requested by UHMFS, when necessary. Failure to maintain accurate records and/or submit copies upon request may be grounds for cancellation of vehicle assignment.

A. Vehicle Rental Program Vehicles

Rental vehicles shall be returned to UHMFS upon completion of the rental period. Please park in the stalls directly outside the UHMFS fenced area when returning vehicles after hours. Vehicles shall not block the gates, driveways, or UHM fire gate.

When work assignments require employees to use rental vehicles on weekends or holidays, an employee may be assigned the vehicle keys on the afternoon of the working day prior to the weekend or holiday rental period.

The safety of rental vehicles garaged/stored away from UHMFS shall be the responsibility of the assigned Organizational unit, University unit, and/or the operator.

B. Long Term Rental (O'ahu only) and Activity-Owned Program vehicles

The safety of vehicles garaged/stored at other locations shall be the responsibility of the Organization and University unit. This includes, but shall not be limited to any damage or missing parts caused by vandalism, theft neglect, or abuse of these vehicles. All costs incurred by any resulting damages shall be charged to the responsible driver/employee and/or University unit unless covered by the vehicle’s
DAGS insurance policy.

Section 11: Policy for garaging/storing state-owned vehicles

A. Vehicle Rental Program vehicles

Rental vehicles shall be returned to UHM Fleet Services upon completion of the rental period. When returning vehicles after hours the following parking areas can be used:

1. Stalls next to the Department of Public Safety Office that are marked “State Vehicle Use Only”

2. Stalls directly outside the UHMFS fenced area. Vehicles shall not block the gates, driveways, or UHM fire gate.

When work assignments require employees to use rental vehicles on weekends or holidays, an employee may be assigned the vehicle keys on the afternoon of the working day prior to the weekend or holiday rental period.

The safety of rental vehicles garaged/stored away from UHM Fleet Services shall be the responsibility of the assigned Organizational unit, University unit, and/or the operator.

C. Long term Rental (O‘ahu only) and Activity-Owned Program vehicles

The safety of vehicles garaged/stored at other locations shall be the responsibility of the Organization and University unit. This includes, but shall not be limited to any damage or missing parts caused by vandalism, theft, neglect, or abuse of these vehicles. All costs incurred by any resulting damages shall be charged to the responsible driver/employee and/or University unit unless covered by the vehicle’s DAGS insurance policy.

Section 12: Authorization to Take State-owned Vehicles Home Daily

The personal use of a State-owned vehicle is prohibited by Chapter 105-1 of the Hawai‘i Revised Statutes. Exceptions may be permitted subject to provisions of Chapter 105-2 of the Hawai‘i Revised Statutes and the procedures contained in Administrative Directive No. 7 dated October 7, 1962. All applications for the personal use of a State-owned vehicle shall be submitted to the UHMFS Office section on an annual basis. The Director of Auxiliary Services shall review and process each request in compliance with established procedures and guidelines. The Director shall submit each request to the President’s Office with recommendations. Upon the President’s approval, all approved requests are submitted to the Department of Accounting and General Services (DAGS) for final approval. Upon approval by DAGS, an official permit shall be issued by the Director of Auxiliary Services to the authorized employee.

Permits shall be effective for a period not to exceed twelve months, beginning July 1 and ending June 30 of each fiscal year. All expired or revoked permits shall be returned to UHMFS.

A. Under what conditions employees may be allowed the personal use of State-owned vehicles?

1. When an employee is required to respond to emergencies at any hour of the day or night, and when the use of a State-owned vehicle is essential to meet these contingencies; or

2. When state garaging/storing facilities are unavailable, inadequate, or located in an area exposed to vandalism and abuses; or

3. When the nature of an employee’s work requires a State-owned vehicle before and after normal working hours on a regular and sustained basis; or
4. When it is impractical to require an employee who resides in the district in which he works, to travel daily to a central garage/storage area to pick up a vehicle and return to their own district.

B. What shall “personal use” consist of?

1. Personal uses of State-owned vehicles shall be restricted to direct travel between and employee’s home and their place of work, and to such travel as will be incidental to driving to and from work; such as stopping at the grocery store on the way home, seeing the doctor, dropping the children off at school, etc. Pleasure uses, such as going to the ball games, movies, picnic or the beach etc., are prohibited.

C. Other criteria

1. Employees required to respond to emergencies after working hours are also required to use State-owned vehicles which are specially marked, equipped, or capable of responding to the emergency. Examples are police, utility, 4-wheel drive, or emergency vehicles. Passenger sedans may be considered if the vehicle is used to transport clients or patients.

2. Vehicles which are housed at employee residences for protection and safe keeping shall be garaged and maintained by the employee as a prerequisite to substantiate the cost benefit of permitting personal use of the vehicle.

3. Use of State-owned vehicles for after-hour meetings or for travel between employee residences and central base yards should be compared with mileage reimbursement computations and travel distances and actual mileage logs. Being on-call or attending night meetings shall not be considered as valid reasons in themselves, as it is generally less costly for the University to reimburse employees for mileage when responding to emergencies or attending meetings.

As in prior years, the State of Hawai’i law selected to use the “commuting valuation rule” to value the commuting use of a State-owned vehicle. The dollar ($) value will be entered onto the user employee’s semi-monthly payroll as Wages-in-Kind. The value of this non-cash fringe benefit will be included in the user employee’s wage and tax statement at the end of the calendar year. User employees are subject to the payment of Federal and State Income tax on the non-cash fringe benefit amount when preparing their annual tax returns.

Section 13: Care and Maintenance of Vehicles

UHMFS shall be responsible for providing to University units that are assigned Long Term Rental Program and Activity-owned vehicles a standardized preventative maintenance schedule and preventative maintenance safety tips. In addition, UHMFS shall provide repair and maintenance services for the care and maintenance of vehicles on the Island of O’ahu. Regularly scheduled maintenance is necessary to help prevent major vehicle breakdowns that could cost more to repair. Proper preventive maintenance enhances a vehicle’s safe operating condition and may avoid costly accidents.

University units that do not have vehicle repairs completed at the UHMFS’ Repair Shop (located on the University of Hawai’i at Mānoa campus) are responsible for full compliance to the preventative maintenance schedule and preventative maintenance and safety tips for their assigned vehicles. Non-compliance to the preventative maintenance schedule and safety tips may be grounds for cancellation of vehicle assignment, since the vehicle needs to be properly maintained to ensure its safe operating condition and to reduce future repair costs. In addition, University units that do not have their vehicles repaired at the UHMFS’ Repair Shop shall provide documentation supporting that all necessary repairs as indicated on the preventative maintenance schedule have been completed satisfactorily. Copies of receipts from private repair shops may also be submitted to substantiate the repairs. Failure
or continuous delays in submitting proper documentation to substantiate vehicle repairs may also be grounds for cancellation of vehicle assignment.

Organizational units, University units, and drivers shall be responsible for the safe and proper operation of the vehicle while assigned to them. Organization units, University units, and operators shall promptly notify UHMFS of all defective items or mechanical failures found or encountered on assigned vehicles and schedule repairs either with the UHMFS’ Repair Shop or private repair shop. University units and drivers shall keep assigned vehicles clean of trash and personal effects. UHMFS is not responsible for the lost personal effects or other items left in vehicles. There shall be no smoking permitted in all State vehicles.

UHMFS shall maintain records on each vehicle including, but not limited to general vehicle information, scheduled preventive maintenance services, and required repair services.

The following shall be automatically checked when the vehicle is being refueled:

1. Engine oil level and proper tire inflation
2. Battery water, radiator coolant, and windshield washer fluid reservoir
3. Visual inspection of engine compartment for defects

University units who have assigned Long Term Rental Program (O‘ahu only) vehicles are required to periodically return the vehicle to UHMFS for scheduled preventive maintenance services and safety checks. UHMFS will provide prior notice of services appointments. Rentals may be provided, if available, at prevailing rental rates.

Fuel, oil, maintenance services, and repairs for Activity-owned vehicles (on O‘ahu) may be arranged and furnished by UHMFS, but units using these services shall be billed accordingly.

Section 14: Emergency Services

Fuel, oil, repairs, and maintenance services are provided to all vehicles on O‘ahu by UHMFS. However, it may be necessary to make purchases for the above services from sources other than UHMFS because of certain situations and emergencies. When such conditions occur, the operator shall either contact UHMFS directly or follow established emergency and after-hour guidelines (see Sections 15 and 16) on where these services shall be purchased and the procedures for furnishing UHMFS with copies of receipts/invoices of such purchases. Vehicle operators shall verify that all receipts/invoices are in agreement with items and/or services charged and the dollar amounts are correct before signing. The driver’s signature guarantees that the amounts are correct and the times and/or services have been received in good order and condition. The driver shall verify that the vehicle’s odometer reading, license plate number, make and model are recorded on the receipts/invoices. Trouble call services are provided during operating hours (see Section 5) pending the availability of personnel. For emergency towing services after hours, see Section 15.

Section 15: Towing Services (for O‘ahu vehicles only)

A. When a State-owned vehicle requires towing services because of mechanical failure, UHMFS shall be notified prior to the towing of the vehicle. The following options are provided for stalled State-owned vehicles that occur after-hours:

Option I

If the vehicle can be parked safely and in accordance with all traffic and parking rules, regulations, and ordinances at the location of the stall until the next business day, place a sign stating: “STALLLED VEHICLE” on the front dashboard.
If the vehicle is stalled on the University of Hawai‘i at Mānoa grounds, call the UHM Department of Public Safety Office (956-8211). The driver shall follow the instructions provided by the Public Safety Officer. The vehicle may be either kept at the site of the stall or the vehicle can be moved to UHMFS (2027 East West Road) outside the fenced area.

The driver and/or University unit department shall notify UHMFS in the early morning of the next business day. If the vehicle is from the Vehicle Rental Program, the keys shall be returned to the UHMFS Office section no later than the following business day.

**Option II**

Only if the vehicle cannot be safely left at the location of the stall shall a towing service be contacted to tow the vehicle to either UHMFS (2028 East West Road) outside the fenced area or a safe location. The driver and/or University unit shall notify the UHMFS Office section in the early morning of the next business day. If the vehicle is from the Vehicle Rental Program, the keys shall be returned to UHMFS no later than the following business day.

B. Towing services required because of accidents, vandalism, theft, and/or operator’s negligence, misuse, or abuse shall be charged to the assigned University unit or driver, unless covered by the vehicle’s DAGS insurance policy.

C. Towing services for vehicles located on the neighbor islands is the responsibility of the Organizational and University units. UHMFS shall provide assistance and guidance to the units in developing safe and appropriate towing guidelines.

**Section 16: Accident Reports**

A. The driver of any State-owned vehicle that is involved in any accident shall comply with the following procedures:

1. **On-campus at UH Mānoa:**
   a. Notify UHMFS Office
   b. Notify the University unit assigned the vehicle
   c. Notify the UHM Department of Public Safety

2. **Off-campus:**
   a. Notify the Honolulu Police Department
   b. Notify UHMFS Office
   c. Notify the University unit assigned the vehicle

Any and all accidents shall be reported to UHMFS, regardless of whether or not another vehicle is involved, or if there are injuries or property damages.

In compliance with Hawai‘i Occupational Safety and Health Law (HOSHL), Chapter 12-52-8, “Reporting of Serious Accidents,” the following types of accidents must be reported WITHIN EIGHT (8) HOURS:

1. **LOSS OF LIFE**
2. **INJURY TO THREE OR MORE EMPLOYEES REQUIRING IN-PATIENT HOSPITALIZATION**
3. **PROPERTY DAMAGE IN EXCESS OF $25,000**

www.manoa.hawaii.edu/fleet
REPORT ACCIDENTS TO:

1. State of Hawai'i  596-9102 on O'ahu
   1-800-468-4644 on Neighbor Islands
2. University of Hawai'i Fleet Services    1-808-956-8875
3. Department Head or Supervisor

(NOTE: A monetary penalty can be avoided by timely reporting. Reference Section 12-52-8, Hawai'i Administrative Rules, effective September 30, 1994.)

B. In the case of an accident, all drivers shall complete a “Report of Accident Card” at the time of the accident. University units are required to keep “Report of Accident Cards” in the vehicle’s glove compartment at all times. Cards are available at the UHMFS Office. This card shall be completed at the time of the accident and submitted to UHMFS Office.

C. Original blank Accident Claim forms are only kept at UHMFS and are not available for distribution. The driver shall come to the UHMFS Office and complete and sign the accident report form within twenty-four hours of the accident. A passenger or authorized representative may complete the form in place of the driver, only if the driver was injured in the accident and is not able to visit UHMFS. The original accident report and Report of Accident card shall remain with UHMFS Office. Copies shall be provided to the user unit. UHMFS shall process the accident report through the appropriate guidelines.

Section 17: Automobile Insurance (DAGS)

All State-owned vehicles are self-insured under the State of Hawai‘i against public liability in compliance with the Hawai‘i No-Fault Law. Coverage include no-fault benefits (or personal injury protection), residual bodily liability, and property damage liability. Coverage protects state officials, employees, and other authorized licensed drivers operating vehicles owned by the State. The cost for Basic No-Fault varies from year to year.

There is no coverage for collision, fire, theft or comprehensive loss. Assigned Organizational and University units shall be responsible for all costs incurred by UHMFS and for damages to their assigned vehicles for any uncovered losses. Optional coverage is available to University units at an additional cost.

Whenever it is determined that the other party is at fault, it is the respective University unit’s responsibility to see that the other party or their insurance company pay for all costs resulting from property and other damages incurred by the State.

Medical benefits are provided under the State’s worker’s compensation law when injuries are sustained by state drivers or employee passengers.

Section 18: Transfer or Reassignment and Disposal of State Vehicles

UHMFS shall be contacted in writing whenever there is a transfer or reassignment of the University unit’s assigned vehicle. UHMFS maintains current inventory records for all vehicles and shall be informed if there are any changes in the physical location of all state vehicles.

UHMFS shall also be contacted in writing if there is a transfer of the vehicle’s title to another state agency, outside agency, or individual. Transfers are not allowed without prior authorization from UHMFS.

All vehicle disposals are handled through UHMFS. Disposal of vehicles cannot be made by the University unit.
without prior authorization from UHMFS. UHMFS is responsible for making the determination of whether a vehicle should be replaced, disposed of, or approved for extended use in accordance with established criteria guidelines.

**Section 19: Guidelines for Motorized Utility Carts**

**Purpose & Scope:**
These guidelines are for the operation of electric or gas-powered carts, golf carts, utility carts, low-speed vehicles and/or similar type vehicles (hereafter collectively referred to as “Carts”) on the University of Hawai‘i Mānoa campus properties, including traveling to/from campus locations that may be separated by property owned by others or require travel on public roadways to reach the desired campus location. These guidelines establish proper safety procedures and practices, which will promote safe operations and provide a safe environment for our students, faculty, staff, alumni and visitors.

*The usage of any motorized utility carts on the University of Hawai‘i Mānoa campus properties must be approved by the Operations Manager of Commuter and Fleet Services.*

**Acquisition:**
Any UHM department wishing to acquire a motorized utility cart shall submit a UHMFS vehicle acquisition form for approval to UHMFS, before commencing with the procurement process. The acquisition and use of golf-utility carts and low speed vehicles at UHM is limited to University Service Departments and contractors with valid “service” related business use. All requests for carts must be submitted for review and approval by UHMFS.

Valid business uses include, but are not limited to:

- Emergency response
- Service related activities (i.e. landscaping, repairs, etc.)
- Citation enforcement
- Provide access to areas where a licensed vehicle may have difficulty navigating
- To avoid damage to sidewalks, landscaping or other property that may occur with traditional licensed road-use vehicles

**A. Application and Use**
All operators of carts should meet the following criteria before operating a cart, owned or borrowed, at UHM campus:

- Possess a valid U.S. driver’s license and be at least 18 years of age. Approved operators shall immediately notify their supervisor if and when their driver’s license is suspended or revoked.
- Have knowledge and comply with the State of Hawai‘i motor vehicle laws.

**B. Motorized Utility Cart (MUC): Golf and Utility Carts**
Golf and utility carts are electric, gasoline or propane-powered vehicles – such as golf carts, multi-seat golf carts, carts with cargo boxes or beds, heavy duty carts, off road carts, and 4X4 carts – that are primarily manufactured and distributed for off-road purposes and not intended for travel on regulated roadways. (Examples of such carts include, but are not limited to, E-Z-Go, Club Cars, Gators, Mules and Cushmans). The top speed of these vehicles is typically 15-18 MPH. Should not be modified in any way other than to conform with standard operating features.

*UHMFS identifies plated golf carts/utility carts as Motorized Golf Utility Carts and not as State Vehicles.*

1. **Use of Golf and Utility Carts**
Golf-utility carts should not be used on the public roadways.

C. Low Speed Vehicles

Auto/passerger vehicle manufacturers primarily manufacture these types of electric vehicles that are designed and distributed for both street and turf uses. (Examples include, but are not limited to: Global Electric Motorcars (GEM) Neighborhood Electric Vehicle and Ford Think.) The top speed of these vehicles is between 20-25 MPH.

1. Newly Acquired Low Speed Vehicles

All requests for the purchase new carts must be submitted to UHMFS. For use on public roads, all low speed vehicles acquired after the effective date of these guidelines should meet the National Highway Safety and Traffic Administration (NHSTA) Standard 500 (49CFR Part 571.500). The Standard 500 requires the low speed vehicle be equipped with certain features including, but not limited to:

- Headlights (2)
- Front/rear turn signals
- Rear stoplights/ tail lamps
- Reflectors/reflective tape - 360 degree visibility
- Mirrors - rear view driver side and either a passenger side rear view or interior rear view
- Parking Brake
- Windshield - DOT AS-1 or AS-4 identification (i.e. tempered glass)
- Vehicle Identification Number – 17 Digit
- Certification Label – To indicate the Gross Vehicle Weight Rating (GVWR) not to exceed 1,361kg. or 3,000 lbs.
- In addition to the items listed above, certain safety equipment such as flashing hazard lights, a strobe/beacon light, doors, back up alarms, and steering wheel locks may be recommended by the University.

2. Existing Low Speed Vehicles

The minimum safety equipment/design specification on all non-Standard 500 low speed vehicles should include:

- No fewer than four wheels touching the ground/roadway at all times.
- All original equipment should be in good working order.
- The cart should be equipped with a “Slow Moving Vehicle” sign clearly visible from the front and rear. A slow moving vehicle sign is a reflective orange triangle bordered with red that warns other road users that the vehicle displaying the sign is traveling slower than the normal speed of traffic. (See below.) These signs are available at many retail outlets including hardware stores. They are also available online.
- If operated after dusk and before dawn, headlights, taillights and brake lights (2 of each).
- A yellow or amber flashing light(s) visible from 360 degrees should operate while the vehicle is in motion. These lights are widely available at retail locations, auto parts stores and locations where low speed vehicles and golf-utility carts can be purchased. They are also available online.
- A horn with an activation button/switch within reach of the driver.
- The vehicle should have an ignition/on-off key to prevent unauthorized use.
- Parking-brake with adequate strength to hold the cart at least a 15 degree angle.
- An audible (at least 80 decibels at 10 feet) back-up alarm when placed in reverse. These alarms are available at certain retail locations and locations where low speed vehicles and golf-utility carts can be purchased. They are also available online.
In the event a non-Standard 500 low speed vehicle does not have the equipment listed above, the equipment should be installed within 90 days following the effective date of these guidelines or within 90 day after purchase of any new vehicles.

3. Purchase of Used, Remanufactured or non-Standard 500 Low Speed Vehicles

As of the effective date of these guidelines, the purchase of used, remanufactured or non-Standard 500 slow moving vehicles is discouraged.

4. Use of Low Speed Vehicles

The operation of Standard 500 low speed vehicles is limited to public roads with a speed limit of 35 miles per hour or less. It is recommended that all low speed vehicles that need to travel on public roads with a speed limit in excess of 35 miles per hour either receive and escort, or be towed. (Example would be if a low speed vehicle needed to be moved from campus locations separated by public roads such as from Lower Campus to Upper Campus)

Low speed vehicles meeting Standard 500 criteria may operate on University roadways and other public roads connecting the campus. The operators should adhere to posted speed limits and operate within established traffic laws.

D. Carts for Special Events

During certain special events (e.g., game day) and in preparation for certain events, the use of carts on public roads may become necessary to transport equipment and other items/activities necessary for the event from various points on campus and adjoining areas. In these situations, the carts must make every attempt to operate on streets that have been closed for the event or are restricted to control or reduce the general flow of traffic. If possible, the carts should be operated behind traffic barricades or cones to stay clear of routes of travel used by traditional vehicles. In these situations, extra caution should be used.

Extra caution should be made when using a cart in high pedestrian and traffic areas during special events such as football game day. Drivers should yield to pedestrians and traffic at all times.
E. MUC Registration – Signage - Operator Approval

UHMFS will maintain a list of all carts used on campus. Each department is responsible for furnishing information on the sale or transfer of any cart as it occurs.

All carts used by any employee on campus should be registered with UHMFS to include details on serial numbers, department numbers, which must be kept current.

Each cart will be clearly marked with a “Cart ID Decal” which will be supplied by UHMFS when the car is registered. The decal will contain a uniquely identifiable number assigned to the cart.

Each department will be responsible for maintaining a list of persons authorized to operate the cart and other records as required.

**MUC’s acquired prior to publication of this policy**

Departments that acquired MUC’s prior to the publication of this policy must register their vehicles with UHMFS within 90 days upon receipt of MUC notice.

Failure to register vehicle will result in MUC removal from campus by UHMFS via tow at Department owner expense.

**Golf-Utility Cart and Low Speed Vehicle Operator Guidelines**

While driving a golf-utility cart or low speed vehicle, the safety of passengers and pedestrians should be the top priority of the driver. Responsible driving requires concentration, sound judgment, and common sense on the driver’s part. Carts should be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians and cart occupants.

**Pedestrians shall be afforded the right-of-way at all times.** Pedestrians as defined in this document refer to: persons walking, jogging, inline skating, skate boarding, bicycling, or those in wheelchairs or mobility assistance devices.

Carts should be operated in accordance with the following safety guidelines:

A. General Use

- Only authorized drivers are allowed to operate carts following approval by their supervisor. No one else is authorized to drive the cart. Do not allow anyone to borrow the cart without your supervisor’s approval.
- Each cart shall be operated in accordance to the manufacturers “Safety and Operation Instructions.”
- Employees should not operate carts registered to other departments unless approval has been granted by the supervisor or the department to which the cart is owned.
- Carts should not be modified in any manner that affects the recommended mode of operation, speed, or safety of the vehicle.

B. Pre-Trip

- Cart operators should learn the controls used to start stop, park, accelerate, and backup the cart. If the cart is not operating properly, the driver should park in a safe location, remove the key and any valuables, and notify the department supervisor immediately.
- Cart operators should not wear headphones, use cell phones or two-way radios, or use/operate any other device that may cause a distraction or disrupt the driver’s ability to hear.
Employees shall not operate the cart under the influence of drugs or alcohol that may impair driving ability. Carts should not be operated by individuals prescribed medication that causes drowsiness, dizziness or impair mobility.

Smoking in a cart is not allowed, both when sitting idle or moving.

C. Occupants and Loads

- Never exceed the maximum load capacity recommended by the manufacturer, either by number of occupants or weight of the passengers and load. Follow manufacturer load ratings for carts equipped with a back carriage. Overloading decreases maneuverability and safe operation.
- Carts should not be used to tow or pull any other equipment or trailers.
- One passenger is permitted per seat and all passengers are required to sit in seats. No riding on backs, front, or sides of carts is permitted.
- Do not move cart until all occupants are seated. Occupants should remain seated while the cart is in motion.
- All occupants in the vehicle should keep hands, arms, legs and feet within the confines of the vehicle while it is in motion.
- Cart operators should beware of and warn passengers of bumps in the road, obstacles, etc. that may cause the cart to bounce, swerve or react in a manner that could cause a passenger to be surprised.
- All items in the cart should be secured and properly stored to prevent objects from falling out or causing injury.
- In the event a cart is decorated for a special event, the decorations should be securely attached in a manner that will not compromise safety or cause damage or obstruct the driver’s vision in any direction.

D. Driving the Cart

- Carts should be operated in such manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps, or sidewalks.
- Other than certain carts (meeting Standard 500 criteria), operating a cart on public roadways is prohibited. Roadways should be crossed at designated crosswalks only and drivers should follow all traffic signals, signs, and rules when crossing.
- Passenger and driver arms, legs, and head should remain inside the cart at all times, unless using hand and arm to indicate turn and stop signals.
- Operators should avoid all walkways less than six feet wide. The recommended maximum speed on walkways and congested areas is not more than 5 miles per hour. However, the speed should be no faster than pedestrians walking in the same area.
- Special care should be taken while driving carts through parking lots to observe traffic and vehicles pulling in/out of parking spaces. Carts should be operated at speeds of less than 10 miles per hour in parking lots and other areas, unless operating on public roads in carts approved for on-road use.
- Carts are required to abide by orders/directions from the Honolulu Police Department and the University's parking regulations.
- Drivers should obey all traffic regulations and observe all traffic signs and signals.
- Carts should be parked and/or operated in such manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps or sidewalks.
- Carts should not be parked within 20 feet of the entrance or exit of any building, except at loading docks. Blocking entrances to buildings, stairways, fire exits, disability ramps or main thoroughfares is prohibited.
- Carts should be driven only as fast as terrain and safety considerations allow. Drivers should always consider the total weight of the cart, passengers, equipment, terrain, existing vehicular and pedestrian traffic conditions, as well as environmental/weather factors that may affect the ability to operate the cart safely.
- Carts should operate or park only on hard surfaces unless the vehicle is specifically designed for and used for grounds maintenance.
Drivers should use caution when driving carts downhill, and reduce speed and avoid sharp turns. To avoid tipping over, drive carts straight up and straight down slopes.

Drivers should avoid sudden stops or change of direction that may result in a loss of control.

Operators should stop carts at all blind intersections and sound their horns before proceeding.

Operators of vehicles that are not equipped with turn indicators should use appropriate hand signals.

Allow for extra travel time and stopping distance when roads are wet or slick from the weather.

The key should be removed from the ignition before fueling the cart. Failure to do so may result in personal injury or property damage.

E. Reporting an Accident

All accidents or incidents involving golf carts/service vehicles should be reported immediately to the supervisor of the department to which the vehicle is registered and to the UHM Fleet Services supervisor. Reports should be filed with the UHM Department of Public Safety, or the Honolulu Police Department, for any accidents between a cart and another vehicle or a pedestrian.

Maintenance, Parking, and Storage

This section covers recommendations on cart maintenance and upkeep as well as safety recommendations for battery charging and proper cart storage.

C. Cart Maintenance and Repairs

- Refer to the owner’s manual for inspection and maintenance recommendations.
- Cart operators should be responsible to provide timely notification of safety and maintenance concerns to the supervisor of the department to which the vehicle is registered who will contact the approved service facility for repairs.
- Records of all recommended maintenance and repair should be maintained by the department.
- Every cart should be checked prior to use each day to confirm the proper operation of critical equipment including:
  - Lighting – headlights, taillights, brake lights, turn signals, flashing strobe light
  - Brakes/Parking Brake
  - Reflector & Signage
  - Steering
  - Horn
  - Tire Inflation
- All original equipment safety features are to be maintained in good working order. In addition, all carts are to be maintained as recommended by the manufacturer’s service schedule at the department’s expense.
- In the event a cart has critical equipment that is not operational or is not functioning as intended, the cart should be placed “out-of-service” and the key kept by an authorized individual to prevent the use of the cart until repairs can be completed.
- Unless otherwise specified by the manufacturer, the cart should be taken to a local repair facility for a more extensive check and to provide routine preventative maintenance every year. In certain cases, carts used in more extreme operating conditions such as use in temperature extremes, operating in dusty/dirty areas, frequent starting, stopping or hauling loads that are near the manufacturer’s maximum rating may need to be placed on more frequent preventative maintenance routines to monitor wear and assure the cart receives adequate preventative maintenance.

D. Parking

- Carts should never be parked in a UHM marked stall.
- During Special events carts must be parked out of vehicular and pedestrian traffic.
• Parking on grass is only acceptable in the course of service related activities (i.e. landscaping, emergencies, etc.) and with pre approval from UHM Commuter and Fleet Services.

E. Cart Storage

• Service Department must submit proposed storage and charging location for pre-approval prior to submitting a vehicle acquisition form.
• The storage of each cart will be the responsibility of the department to which the unit is registered.
• Whenever possible, carts should be stored in an area to allow for battery recharging and to shield the cart from inclement weather.
• For loss prevention, all carts should be stored in a secure area and/or the use a chain and padlock or steering wheel lock should be considered.
• Storage should not impede pedestrian or vehicular traffic.
• All storage and charging stations must be pre-approved by Facilities and UHM Commuter and Fleet Services.

D. Sanctions

Any UHM department that fails to abide by set forth MUC policies including acquisition, operation, etc. will be subject to MUC removal by Fleet Services.
Glossary

The following terms and acronyms, whenever used or referred to in this manual, shall have the following meanings, unless the context clearly requires a different meaning.

“Activity-Owned” means the Fleet Services’ vehicle support program where a vehicle is owned by an organizational unit and operated by a University unit (under the organizational unit). Fleet Services’ support for activity-owned vehicles is much like that of a traditional service station. Fleet Services charges University units for fuel and repair and maintenance services for activity-owned vehicles.

“Campus Service Department” means departments whose primary purpose on the campus is to provide facilities, maintenance and safety services to the entire campus. These departments include Building and Grounds Management, Planning and Facilities, Auxiliary Services, and the Department of Public Safety.

“DAGS” means State of Hawai‘i Department of Accounting and General Services.

“Long Term Rental Program” means the Fleet Services’ vehicle support program where a vehicle is assigned to a specific organizational unit for its exclusive use. The organizational unit identifies specific University unit(s) that will be assigned the use of the vehicle from the existing fleet. The organization and/or University unit(s) purchases the initial vehicle and pays an annual fee to Fleet Services to cover the cost of repair and maintenance and the eventual replacement of the vehicle.

“Loaner” means a temporary, short-term rental vehicle that is used for on-campus or short-range travel. These vehicles are usually assigned temporarily when the assigned vehicle is in the UHMFS Repair Shop for repairs.

“Motorized Utility Cart (MUC)” means a motorized utility cart is any three and/or four-wheel motorized vehicle with a maximum speed of under 25 miles per hour. MUC’s may be powered by an engine requiring fuel such as gasoline, diesel, electricity, propane, natural gas or hydrogen fuel cell.

“Organizational unit” means the Administration Office, College or School, Service Office, or Organized Research Unit of the University unit that is assigned the use of the vehicle. For example, Auxiliary Enterprises is the ‘Organizational’ unit of Fleet Services.

“Reassignment of vehicle” means when a vehicle is assigned from one Organizational or University unit to another Organizational unit or University unit.

“Trouble call” means the UHMFS Repair Shop mechanics are requested to drive out and service a disabled state vehicle.

“UHMFS” means University of Hawai‘i at Mānoa Fleet Services.

“University Unit” means the Department, Division, Institute, Project, or Program that is assigned the use of a specific vehicle. University units structurally come under and organizational unit.

“Vehicle Rental Program” means the Fleet Services’ vehicle support program where the vehicle is owned and operated by Fleet Services and made available to University units statewide for short-term rental for transportation use on island of O‘ahu. Limited vehicles are available for rental at the Honolulu International Airport.