

## SMAST SHARED PICKUP TRUCK COST CENTER

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### A. Overview

SMAST maintains a pickup truck that is shared and available for the use when conducting official SMAST business. The SMAST Shared Pickup Truck cost center is a self-supporting entity.

### B. Fee Structure

SMAST surveyed 16 universities from across the country to develop this user fee. The cost per day across those universities varied (\$25-\$122) and the average was \$62.78/day. For a local comparison, UMass Amherst also uses \$62/day. This cost is also in line with, if not lower than, the cost to rent a vehicle privately (i.e. Enterprise; \$106/day (unlimited mileage) and U-Haul: \$19.95/day plus \$0.99 per mile). However, these private rentals do not allow for towing vessels, which is one of the major uses of the SMAST truck.

The usage fee rate (\$62/day) includes use of the University vehicle, fuel to operate the vehicle, maintenance, and replacement of the vehicle at the end of its' useful life. Each SMAST lab will receive 5 days of usage at no cost per fiscal year. Any usage above the 5 days, will be billed monthly to each department/researcher for the use at a rate of \$62 per day (half day = \$31 per day). All non-SMAST users (from other UMassD departments), will be charged for all usage.

### C. Expected Annual Usage

SMAST has operated and maintained a general use SMAST truck for the past 12 years. Usage varies from lab to lab and from year to year. Over the course of that time period, the average total days the truck was used was 131 and the average days per year for typical users was 3-4. Over the last 5 years, usage has increased to approximately 160 days per year.

User	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Total	Percent
Altabet	4	10	17	5	1	5	1	5	5				53	3%
Brown						17	18	14	15	54	52	21	191	12%
Cadrin			1		3	4	2	1					11	1%
Chen				4									4	0%
CoE			1										1	0%
Georgianna								3	1				4	0%
Goodman	5	31	15	4	6		1						62	4%
He							3		2				5	0%
Howes	43	67	95	97	68	49	78	96	93	117	139	134	1076	69%
MacDonald			11	6	5	4		1		2	4		33	2%
Moisander			2	4	3				2				11	1%
Piskaln									11				11	1%
SMAST	9	6	11	19	10	12	5	5	8	4		2	91	6%
Stokesbury							1						1	0%
Sundermeyer		1	1						2	3	2	1	10	1%
Turner		3						1					4	0%
<b>Total</b>	<b>61</b>	<b>118</b>	<b>154</b>	<b>139</b>	<b>96</b>	<b>91</b>	<b>109</b>	<b>126</b>	<b>139</b>	<b>180</b>	<b>197</b>	<b>158</b>	<b>1568</b>	

### D. Driver Requirements”

- **Authorized drivers** shall only be employees of SMAST / University of Massachusetts Dartmouth who hold current & valid U.S. drivers licenses. No other drivers are allowed to operate SMAST vehicles. Authorized passengers shall be employees and students of the University of Massachusetts Dartmouth or their guests involved with official University business.

- **Non-authorized passenger** examples include spouses or significant others, family members, children, pets, or any passenger not on official SMAST business. **Non-authorized drivers** include those who have been cited for two or more moving violations in a year as well as those who have committed any action(s) that are detrimental to the function or public image of the University.

#### **E. Administrative Procedures**

- **Availability** of the truck can be confirmed using the truck calendar on the SMAST [facilities](#) web page or by visiting: <http://www.smast.umassd.edu/pickupTruck1/>
- **Reservations** can be made using the [SMAST Pickup Truck web reservation system](#). If a reservation needs to be cancelled or rescheduled, it is imperative to notify the SMAST Facility manager to ensure efficient use of the vehicle. If a reservation needs to be cancelled, a 24-hour advanced notification is required. A usage fee will not be assessed if there is a 24-hour advanced notification, otherwise a usage fee will be assessed.
- **Keys** for the truck are available to be checked out at the SMAST Facility Manager's Office (SMASTE-206). Checking out keys before or after hours must be coordinated appropriately through the SMAST Facility Manager. There is a steady demand for the truck; therefore, it is important that the keys are returned on time, as scheduled. If return conflicts should arise, communication with the SMAST Facility Manager is crucial for those who hold future reservations.
- The SMAST Vehicle Use Log will be completed after each trip, including identifying the lab using the truck, date and purpose of each trip and the beginning and ending odometer readings. Each driver will also be required to fill the gas tank after each trip.
- The SMAST facilities manager will maintain and monitor an Electronic version of the usage log. On a monthly basis, the Assistant Dean for Operations will review the usage and distribute invoices to any labs that exceed 5 days per fiscal year. The PI of each lab will be asked to confirm the speedtype(s) for their respective usage. A member of the SMAST administrative team will then work with ORA and Budget office staff to appropriately charge the usage to the correct speedtype(s).

#### **Driver Responsibilities include the following:**

- Ensure that all safety devices, including seat belts, are used by all vehicle occupants.
- Maintain a current & valid U.S. driver's license.
- Operate vehicles in accordance with Federal, state and local regulations, traffic laws, and ordinances.
- Use safe driving practices at all times.
- Report unsafe vehicle conditions or concerns promptly to the SMAST Facility Manager.
- Report all accidents, license suspensions, and traffic violations (including parking violations) to the driver's direct supervisor as well as to the SMAST Facility Manager.
- Maintain the interior of the vehicle in a clean and orderly manner; do not leave trash, etc., in the vehicle.
- The use of alcohol, drugs, or smoking in SMAST vehicles is strictly prohibited at all times.
- Driver is responsible for the payment of all fines or traffic violations associated with the use of SMAST vehicles.

- Return the vehicle with a full tank of fuel after all trips. For this purpose, use the University of Massachusetts Dartmouth gas card (Gulf/WEX) located in the binder in the truck and place the fuel receipt within the envelope. An employee ID code must be assigned to you directly by the Assistant Dean for Operations or the SMAST Facility Manager. Instructions of use can be found in the glove box of truck with the appropriate gas vendors.
- Driver is responsible for completing the SMAST Vehicle Use Log after each trip, including identifying the lab using the truck, date and purpose of each trip and the beginning and ending odometer readings.
- Keys should be returned to the SMAST Facility Manager's Office upon your return. returning keys before or after hours must be coordinated appropriately through the SMAST Facility Manager.

**In case of an accident take the following steps:**

- Stop, look and assess the situation; call for police assistance if deemed necessary.
- Depending on the severity of the injuries, call 911. Do not move an injured person.
- Light and place emergency flares if necessary (vehicle's emergency kit).
- Request that the attending officer file a written report, regardless of the extent of the damages.
- Move the vehicle only when directed to do so or if possible to avoid obstructing traffic.
- Within 24 hours, report the accident to the Assistant Dean for Operations and the SMAST Facility Manager.
- The driver will need to assist in filing an auto loss form (<https://www.umassp.edu/treasurer/insurance/insurance-portal/auto-insurance/file-automobile-loss-notice/auto-loss-form>)
- For more information about the University's Process for filing a claim, please visit: <https://www.umassp.edu/treasurer/insurance/insurance-portal/general-overview-filing-claim>

**Reporting Other Vehicle Problems**

Please notify SMAST Facility Manager (Eric Lyonnais x6304) as soon as practical of any problem(s) with the vehicle that you think might be a safety or liability hazard.

