

OA CARPOOLUSER'S GUIDE

This Guide contains summarized information from the State Vehicle Policy and OA Carpool Procedures.
Please refer to those for additional information

APPROPRIATE USE OF POOL VEHICLES

- State vehicles are to be used for **OFFICIAL BUSINESS ONLY**. They are not for personal use.
- Smoking, alcohol consumption and use of illegal drugs are **prohibited** in state vehicles.
- Drivers of state vehicles must be state employees.
- Passengers of state vehicles must be a state employee or other individual involved in the conduct of state business.
- Vehicles may not be taken to your personal residence without prior authorization from the OA Carpool Administrator.
- Drivers of state vehicles shall use seatbelts and obey all speed limits and traffic regulations.

RETURNING THE VEHICLE

- **If you are going to be more than two hours late**, please call (573) 751-4534 immediately. Every effort is made to accommodate as many users as possible, so it is crucial that you return as scheduled to avoid any inconvenience to the next user. **Remove all personal items and trash from pool vehicle.**
- **Record the ending mileage in the appropriate field** on the trip ticket and return with all fuel receipts.

REFUELING POOL VEHICLES

- A WEX fuel card and pin number are included on the front of blue fuel card wallet. Utilize the WEX fuel card for all fuel purchases while utilizing the pool vehicle.
- Instructions on use of the WEX card are included in this packet.
- **Pool vehicles should be returned with at least $\frac{3}{4}$ tank of gas prior to return to the carpool lot.**
- **Please keep and turn in all fuel receipts with your Trip Ticket.**
- Alternative fuel vehicles are clearly marked and should use E85 fuel upon departing and/or returning to Jefferson City. Locations of commercial fuel stations which offer E85 are included in this packet. If E85 is not an option, then fuel with regular unleaded. **Do not purchase premium unleaded.**

EMERGENCY VEHICLE REPAIRS

Business Hours 8:00 a.m.-5:00 p.m.

Call the Office of Administration at 573-751-4534 for authorization of emergency repairs.

After Hours:

Primary Contact 1:	573-508-4137
Primary Contact 2:	573-508-4139
Secondary Contact 1:	573-694-0623
Secondary Contact 2:	573-680-5805

In the event that you breakdown *after business hours* and cannot reach anyone, emergency roadside assistance is available through the National Auto Club (NAC) by calling the 800# on the back of the WEX fuel card. The NAC will assist you by arranging tow or emergency roadside repairs. Tow or repair charges do apply and will be billed on the WEX card. Please do not use this option without prior approval unless absolutely necessary. NAC will ask for an email address to send the receipt-please provide OA.CARPOOL@oa.mo.gov

Also, the WEXPay program from WEX allows for any merchant that accepts Mastercard to process a repair transaction using the instructions on the WEXPay card are available on the key ring. WEXPay charges will be billed to the OA Carpool.