



ASUB Standard Operating Procedure – 2403

Standard Operating Procedure Synopsis

Title: USE OF COLLEGE OWNED MOTOR POOL VEHICLES

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Responsible Officer (RO): Vice Chancellor for Finance and Administration

Standard Operating Procedures Manager (PM): Director of Physical Plant

A. Purpose and Scope

This standard operating procedure outlines the process for employees to request use of a college owned motor pool vehicle. College owned motor pool vehicles are available to reserve for official business travel by Arkansas State University-Beebe employees.

B. Definitions

VCFA – Vice Chancellor for Finance and Administration

C. Procedures

To request the use of a motor pool vehicle:

1. Employees must have an approved travel authorization form on file with the travel supervisor.
2. Employees may fill out a motor vehicle checkout form through the Vanguard Intranet.
3. Employees can call the Physical Plant at 501.882.4426 and make their request.

4. Employees can walk in and request the use of a motor pool vehicle:
 - a. On the Beebe campus – Physical Plant office
 - b. On the Searcy campus – Campus Operations office
 - c. On the Heber Springs campus – Campus Operations office

The motor vehicle checkout form is located on the Vanguard Intranet under Physical Plant.

The travel authorization form is located on Vanguard Intranet under Travel.

D. Related Information

[Travel Portal – Arkansas Department of Finance and Administration](#)

[Physical Plant - Vehicle Checkout Form](#)