

## Motor Pool/Auto Shop Guidelines

### **WCU Vehicle Usage During Severe Weather**

The Motor Pool staff tries to identify potential risks and mitigate them, by notifying the driver of the severe weather conditions prior to issuing the vehicle. The decision to disallow the use of a scheduled vehicle due to severe weather is determined at the Director level or higher.

During or prior to severe weather in the West Chester area:

- The Motor Pool Supervisor or designee reviews the vehicle reservations schedule to identify which trips present the highest risk when considering the following:
  - Time of departure/return
  - Type of vehicle
  - Number of passengers
  - Destination
  
- In advance of the storm, the Motor Pool Supervisor or designee contacts as many drivers as possible to advise them of the severe weather conditions and to ask them to consider postponing or canceling the trip.
  
- When the weather situation deteriorates rapidly and there is insufficient time to contract drivers in advance, the Motor Pool Supervisor or designee advises drivers of the severe weather and asks them to consider postponing or canceling the trip, at the time of vehicle pick-up.
  
- The Motor Pool Supervisor or designee reports through the chain of command any driver who insists on traveling after being advised of the severe weather threat.

If a driver has the keys in advance and departs for a trip without receiving an advisement or the driver encounters severe weather while on the trip, then that driver is responsible for monitoring weather conditions along their route and exercising good judgment when operating the vehicle to protect passengers, the vehicle, and other motorists.