



SNOW COLLEGE

Motor Pool Frequently Asked Questions

1. How do I fuel college vehicles ?

Each driver, after all training documents have been processed, will receive an email from campus services with a fuel pin number. This number is unique to the driver and is needed to fuel ALL college vehicles. Each vehicle is assigned a fuel card. This card should be in the glove box. First preference is to fuel the vehicles using the state fueling site located in the parking lot behind the Physical Plant. If this is not available, you can use other state fueling sites throughout the state. You may also fuel at gas stations that accept the fuel card.

When fueling, you will first be prompted to enter the exact mileage of the vehicle. Next, enter your unique 6 digit pin number. Please select the cheapest grade of fuel.

If, for some reason, you are unable to use the fuel card please **DO NOT** use a college p-card. Use your personal card. Indicate this on the paperwork included in your packet. Explain why you used your personal card. Include the original receipt in the packet when you return it to the key drop. You will be reimbursed via your direct deposit that you have set up with the college.

2. How do I get my fuel pin number?

After all required forms are submitted to Campus Services we will set up your account and assign you a number. This will be emailed to you via the email you provided on your paperwork. If you have not received this, most likely your paperwork is not complete. Email tracy.madsen@snow.edu to inquire further.

3. Who can drive college vehicles?

All students and employees of the college can drive the vehicles **AFTER** they have completed the Utah Defensive Drivers Training. You can find the link and instructions on the Campus Services/Motor Pool page.

4. Who can ride in the college vehicles:

All students, employees and guests on official college business can ride in the vehicles. Family members or pets of employees or students **are not** to ride in the vehicles.

5. What do I do if I have maintenance issues while driving the vehicle?

Please call the first number listed on the outside of the key packet. They will direct you on where you can take the vehicle to get repairs.

It is your responsibility to get the vehicle back to the college. If this is not possible, the motor pool team will make arrangements for your return.