

PLEASE POST OR PASS



FLEET SERVICES NEWSLETTER

September 2008

Possible Demise of Cell Phone Rentals

As time has moved along, more and more people have their own cell phones. This has led to a significant drop in the usage of the cell phones that we rent. We have been contemplating discontinuing the rental of cell phone, but I wanted your input first. What impact would stopping this service have on your department. Please call me, Mike Wilson, 5-5088 with your comments.

Saturday Hours Reminder

When classes are in session, Fleet Services is open on Saturdays from 8am to 11am. If you need a vehicle on Sunday, or early Monday, you can pick it up on Saturday so that your charges begin on the day of your trip.

Does Your Department Need a Long-Term Assigned Vehicle?

This is the time of year that I begin the ordering process for next year's vehicles. If your department has decided it needs a long-term assigned vehicle, now is the time to let us know so that I can get it ordered. Please call us if you have any questions!!

Why Did Our Department Get Billed for Not Picking Up a Vehicle??

Fleet Services bills departments that request a vehicle and then don't show up to take the vehicle. The charge is 1 day of rental. I do this because we have to pay for additional vehicles from Enterprise when we run out. **You can avoid the no-show charge by cancelling your reservation 2 hours before your scheduled pick-up time.** Other exceptions to the no-show charge are trips that have been cancelled because of the weather or illness.

GPS Navigation Devices

Our navigation devices have been a hit!! One of our customers flew to Dallas, TX and checked out one of our navigation devices for her trip. She loved it!! If you want to reserve one along with your vehicle, there is a check box on our reservation form. If you would like to rent one for business but are not using one of our vehicles, call us to make the reservation!! The cost is \$5 per day.

Multiple Drivers and Passengers

If you will have multiple drivers in the University vehicle, please list all of the drivers on the requisition. **This includes those who only pick-up vehicles and take them back to**

your department. Only the drivers on the requisition will be able to drive. Also, when you are deciding what type of vehicle to use when filling out your requisition, keep in mind that the number of passengers shown for a particular type of vehicle **includes** the driver.

What is in Your Vehicle?

It's time for an inventory. The next time you are in your vehicle take a look around and make sure you have the following in your vehicle. **These items should be in your glove box:** the vehicle registration, the Wright Express fuel card, the ARI roadside assistance card, and a gold envelope with proof of insurance, a Regent's accident report and a DOT accident report. You should also have a roadside safety kit in your trunk or back seat. If you do not have any of these things, please call our office and let us know. We will make arrangements to get them replaced!!

Taurus' Hard to Start?

We have received some consistent complaints that the Ford Taurus' are occasionally difficult to start. The issue is **not** a mechanical problem. It's related to not enough fuel in the engine during the starting process. The best way to address this is to "prime" the engine. To do this, turn the key to the "on" position and then back to the off position 3 times. On the fourth turn, rotate the key all the way to the start position and the car should turn over and catch right away. If you are still having problems after trying this procedure, call the shop at 335-5102.

Fleet Services Factoid

During the recent flooding, Fleet Services relocated 4 times. First to USB; then when that was threatened, to Mossman Business Services Building, then back to USB and finally back to our double wide trailer.

Fleet Services Info

Manager: Mike Wilson
Phone: 384-0564
Fax: 335-5865
Hours: 7:00 a.m.–6:00 p.m. M-F Sat. 8-11am
Shop Hours: 7:00 a.m. - 4:30 p.m. M-F
Shop Phone: 335-5102
Fueling
Hours: 24 hours, 7 days a week
E-mail: Fleet-Services@uiowa.edu
Web Site: <http://www.uiowa.edu/~uifleet>