

Missouri Cooperative Fish and Wildlife Research Unit

Truck Inventory and Assignments

Revised January 2023

Vehicle Custodian Duties

Below is the expectations of you as a custodian of a vehicle. We are VERY fortunate to have many high quality vehicles fleet with several trucks that are 5 years old or less. We need to keep the trucks well maintained! I cannot stress this enough. Having a quality vehicle is a privilege. We have had numerous instances of poorly maintained vehicles, unlocked vehicles at South Farm, etc. This is unacceptable. You are required to keep you vehicle in good shape. There will be repercussions if we find that this is not the case. That could be 1) loss of vehicle privileges, 2) no annual stipend increase, or 3) other punishment your advisor deems appropriate.

If you need a vehicle sporadically and are not assigned one, contact one of the individuals on trucks to borrow one. Often you advisor may not know if a vehicle is being used a particular day so its best to check with the vehicle custodian. Also, Karen Decker has a spare set of keys for every vehicle.

Submit Monthly Usage Report. This report covers one month usage and is due the 10th of the following month, i.e. 02/23 usage is due 03/10/23. Note:

- ✓ Most is self-explanatory on the form.
- ✓ Days used is an actual day count, not a span of days.
- ✓ *The custodian is responsible to submit this report in a timely manner.* It is your responsibility and no one else, no matter who is using the truck or if it is sitting idle.
- ✓ It is highly recommend putting a reminder on your calendar. This report information is compiled and reported to USGS headquarters which has a deadline as well.

As custodian it is your responsibility to keep the vehicle maintained and in good running order.

- ✓ This includes routine service, cleaning, etc.
- ✓ Keeping it locked when not in use (including toppers).
- ✓ Trucks are not storage units. Unless the items are currently in use, they belong elsewhere.
- ✓ All maintenance and repairs are to be done at McKnight Tire located at Providence Rd and Vandiver (1 block north of I-70 on Providence). Their phone is (573) 442-6178. When you take it in, tell them you are with the Coop Unit and they will call the office for authorization and payment. *However, we can use other repair shops.*
***NOTE: We have a Bridgestone Tire agreement with them for government rates on tires.
***This applies unless you have an emergency in the field. You would then use your P-Card for whatever is needed. If in doubt, just call the office and we will get it worked out.
- ✓ If there is any damage on the truck or its equipment, **IT MUST BE FIXED.** That means as soon as possible and not later when you have time.
 - Inform the office for before doing the repair. Then have the vendor call the office for authorization and payment.
 - Cracked windshields can be fixed at Mark's Mobile Glass is located at 902 Conley Rd, Columbia, MO 65201 (573) 875 -2010 or they will come to you.
 - Body damage should be taken to Central Missouri Auto Body located at 5353 MO-763, Columbia, MO, (573) 875-5877.
 - If you need a tow, call any local service and pay for it with your P-Card.
- ✓ Once you are done with the vehicle for a season, clean it up, fix repairs, so it is ready for the next person who uses it. We expect the vehicle to be clean, and everything fixed before you pass it to the next person.

Truck Inventory and Assignments

Beginning January 2023

License plate	Year	Make	Color	Mileage	Jan 2023	Picture
I 431097	2006	Ford F150 crew cab	Green	163,158	SURPLUS	
I 433329	2009	Chevy HHR	White	45,026	Craig Paukert	
I 433433	2011	Ford F20 crew cab	Blue	77,667	Hunter Weidenborner	
I 433595	2011	Chevy 1500 crew cab	Silver	139,043	Reid Viegut	
I 433603	2011	Chevy 1500 crew cab	Blue	112,678	John Podoliak/Josh Williams	
I 434150	2017	K1500 Crew Cab	Pewter	73,986	Ava Laszlo	
MZU 0369	2016	F150 crew cab	Silver	55,899	Anna Raney	
MZU 0423	2016	F150 crew cab	Brown	55,058	Josh Williams	
MZU 1095	2016	F150 crew cab	Red	33,243	Emily Tracy-Smith/Brittany Harried	
MZU 0237	2018	F150 crew cab	Bronze	39,271	Corrine Sweeney	
I-434656	2019	Chevy 1500 crew cab	Blue/Gray	6,092	Augusto Huber	
I 434764	2020	Chevy 1500 crew cab	White	5,353	Jeffrey Edwards	
I 434763	2020	Ford F250 crew cab	Gray	1,608	Levi Umland	