

# Arkansas State University - Jonesboro

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**Effective Date: 01/12/01**

**Number: 04-24**

**Section: Facilities and Services**

**Subject: Facilities - University Vehicles**

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## **Purpose**

This procedure is designed to assist ASU students, faculty and staff in having a safe and convenient trip while using a university vehicle. The procedures are intended to place controls on the use of university vehicles. The term “university vehicles” includes university owned and leased/rental passenger cars, pickup trucks, station wagons, buses, and vans.

## **General Procedures**

1. University vehicles are to be used for official business only and are not to be used for personal business.
2. All employees are encouraged to use university vehicles rather than personal vehicles for official business when possible in order to increase utilization and decrease costs of reimbursement.
3. All University vehicles shall be parked at an agency location at night and on weekends when not in use for official business.
4. University owned vehicles shall display red State license tags, front and rear, with appropriate university side decals. Regular license plates will be used on leased and rental vehicles.
5. All university vehicles shall be pooled (i.e., not assigned to any individual for his or her own exclusive use).
  - a. Exceptions to 3, 4, and 5 may be obtained only upon written approval of the Governor. Exceptions approved are valid only during the biennium in which granted.
6. No smoking is allowed in university vehicles according to ASUJ procedure 03-05.
7. Any person who is assigned a university vehicle must be properly licensed and be in compliance with the Arkansas State Vehicle Safety Program.

## **Requirements for Drivers**

1. Authorized operators of university vehicles shall be (a) members of the faculty, members of the staff, and graduate assistants and (b) other persons who have been authorized by the appropriate Vice Chancellor or the Director of Athletics and the university travel administrator. Professional drivers may be utilized for university buses and passenger vans.

2. Each driver of a university vehicle must hold a valid operator's license and have the license in his/her possession when operating a university vehicle.
3. Buses and Passenger Vans – Special Provisions
  - a. Operators of passenger vans with capacities of 15 or fewer passengers and a gross vehicle weight of 26,000 or less pounds must meet the following additional criteria:
    1. Must be 21 years of age or older (unless approved according to Section 1. (b)).
    2. Must complete an in-service training session on the safe operation of a passenger van and successfully complete a road test given by the instructor of the in-service training session;
  - b. To be qualified to operate university buses and passenger vans with a capacity of 15 or more passengers or a gross vehicle weight of more than 26,000 pounds, the operator must meet the following additional criteria:
    1. Must be 21 years of age or older (unless approved according to Section 1.(b));
    2. Must have a current and appropriate commercial driver's license with passenger endorsement;
    3. Must successfully complete a road test in the vehicle. The test shall be given by a person designated by the Assistant Vice Chancellor for Facilities who is competent to evaluate and determine whether the person who takes the test has demonstrated that he/she is capable of operating the vehicle;
    4. Must comply with the University's DOT Drug and Alcohol Testing Program;
    5. Professional drivers can be used on a "trip" basis if currently employed by a common carrier and operating a similar vehicle. This requires approval by the Director of Environmental Health and Compliance, as well as the Assistant Vice Chancellor for Facilities

### **Procedures for Requesting University Vehicles**

1. Transportation service is supervised by the Assistant Vice Chancellor for Facilities and is part of the service structure of the University. Vehicles are charged at a minimum mileage rate or a minimum trip fee, whichever is greater. Contact Motor Pool for current rental rates as approved by the Executive Council. All associated fuel costs will be charged to the associated department. Additional charges to the department may occur if the vehicle is returned with damage not previously noted or if the vehicle requires cleaning above and beyond what would be considered normal. Vehicle charges are calculated on a daily rate basis without exception.
2. Vehicle assignments are based on the maximum benefit to the University; no department or person receives priority over another in scheduling vehicle usage.
3. Any university account holder is eligible to use transportation service in conducting official university business.

- a. All official university business travel charges are billed to an approved university account.
  - b. All requests for vehicles must be authorized by the person who has responsibility for the account to be charged.
4. Each individual must be approved by the travel supervisor prior to driving a university vehicle. This is accomplished by submitting Form RM-VS 100, Acceptance of Privilege to Operate a State Vehicle, Form No. RM-VS 200, Authorization to Obtain Traffic Violation Record and a photocopy of the individual's driver's license to the travel supervisor's office.
5. All individuals requesting a motor pool vehicle must complete the Motor Vehicle Requisition Form and Vehicle Safety Form. The requestor must certify that they will be the sole driver of the vehicle, or they must list all additional drivers. Additional drivers must complete all forms and provide all information required in paragraph 4.
6. All individuals picking up a motor pool vehicle must present a valid driver's license before the vehicle is released into his or her possession.
7. The security and operation of the vehicle and the security and return of credit card(s) issued with the vehicle is the responsibility of the person to whom the vehicle is assigned. This responsibility cannot be delegated to others and ceases only after the vehicle has been returned to the east side of Facilities Management and the keys and credit card(s) have been returned or placed in the key drop box on the east side of Facilities Management.
8. All requests for the use of those vehicles should be made to the Office of Assistant Vice Chancellor of Facilities and the assignment of those vehicles will be made by the Motor Pool staff.
9. Requests for university vehicle assignments should be made as far in advance of use as possible. In the event of questions about the appropriateness of vehicle use or assignments, the Assistant Vice Chancellor for Facilities will consult with the university travel administrator.
10. A cancellation notice should be given to Motor Pool as soon as possible if a scheduled vehicle is not needed.
11. Cancelled trips may be charged to the department if the department does not notify the Motor Pool in time to re-issue the vehicle.
12. Vehicles are generally not issued for trips inside the city limits or for trips in excess of 500 miles one way with only one passenger.

### **Obtaining vehicles:**

1. After a vehicle is assigned to a person for use on a given day, the person may pick up the keys and credit card(s) at Motor Pool during normal working hours (Monday – Friday, 7:00 a.m. to 5:00 p.m.). When a trip begins before normal business hours, the keys should be picked up prior to the close of business on the last working day before the trip.
2. Vehicles should remain parked at the Motor Pool on weekends when keys are picked up on Friday and the trip begins the following Monday. State vehicles should not be parked at an individual's home when possible.

### **Returning vehicles:**

1. Upon returning the vehicle to the university Motor Pool lot on the east side of Facilities Management, the driver is responsible for the following:
  - a. Locking the vehicle.
  - b. Informing the Motor Pool of any problems concerning the interior or exterior of the vehicle as well as any mechanical difficulties.
  - c. Placing the credit card(s), all fuel purchase related receipts, and keys in the drop box on the east side of Facilities Management or returning these items to the Motor Pool.
  - d. The driver should notify Facilities Management Motor Pool personnel if an emergency arises which prevents returning the vehicle at the scheduled time.
2. Failure to return vehicles at the pre-arranged time may result in additional charges to the department.

### **Parking of University Vehicles**

1. On-campus parking. University vehicles may be parked in any campus non-restricted parking lots while being used, except in visitor and handicapped spaces. University vehicles parked improperly are subject to parking tickets. Fines incurred by improper parking will be the responsibility of the person to whom the vehicle is assigned.
2. Off-campus parking. The driver must make arrangements for storage and/or security of the vehicle when the vehicle is to be kept out of town overnight. Parking fees or vehicle storage fees may be reimbursed on a travel reimbursement form (TR-1).

### **Fuel Purchases and Repair of Vehicles**

1. Unless traveling outside the city limits of Jonesboro, all state vehicles will be refueled at the fuel station located beside Motor Pool on the East side of Facilities Management by university personnel only.
2. Any purchase of fuel off-campus will be billed to the credit card issued with the vehicle. Vehicle users must ensure that the receipts reflect the number of gallons purchased, the price per gallon, vehicle mileage, total cost of the fuel, and signature of driver.
3. All off-campus purchases for gasoline for university vehicles must be from self-service pumps.
4. Non-compliance with the requirements noted in (3) above may result in the charge being billed to the person to whom the vehicle is issued.
5. Credit card purchases of gasoline in Jonesboro are prohibited unless the fuel station located beside Motor Pool is out of service.

## **General Repair**

In the event a university vehicle develops mechanical problems while away from the Jonesboro area, the driver should contact Motor Pool for assistance during normal operating hours (7:00am – 5:00pm M-F) or UPD after hours. The Motor Pool will pay for costs incurred for vehicle repair, but other costs due to the delay may be at the expense of the user or department.

## **Involvement in Accident**

1. The driver should obtain the following information when involved in an accident:
  - a. Name of the driver(s) of other vehicle(s).
  - b. Name of passenger(s) in other vehicle(s).
  - c. Address of driver(s) and passenger(s) in other vehicle(s).
  - d. Driver's license number of driver(s) of other vehicle(s).
  - e. Name of the insurance company of the driver(s) of other vehicle(s).
2. The person(s) involved in the accident should obtain the name of the company insuring the university vehicle from Motor Pool. Make sure the person(s) involved in the accident knows to contact Motor Pool to inform them of all accident information.
3. Anyone involved in an accident must make a detailed report on the accident, including the name, address and phone number of the officer investigating the accident and all other pertinent information regarding the accident and send it to Motor Pool.
4. The police **MUST** make an investigation of the accident and the authorized driver of the university vehicle should obtain a copy of the police report and turn the report in to Motor Pool.

## **Vehicle Safety/Reporting Requirements**

1. Every driver and passenger in a State owned or leased vehicle is required to use a seat belt.
2. The following passenger (inclusive of driver) and weight limits must be strictly enforced by person/persons who operate a vehicle:

<b>Type Vehicle</b>	<b>Maximum Passengers (Including Driver)</b>
Car	5
Mini-van	7
8 Passenger Van	8
14 Passenger Van	14
24 Passenger Cruiser	24

31 Passenger Cruiser	31
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3. Safety requirements make it essential that individuals operating the vehicles also ensure that the vehicle's weight limits are not exceeded. Drivers are responsible for the loading of the vehicle and for ensuring that the load is within the gross vehicle weight rating (GVWR).
4. Drivers of vans and buses will be responsible for ensuring that seats are available for all passengers and that no passenger stands in the aisle or leaves the vehicle until it has come to a complete stop. All vehicle drivers will remind passengers to use the automobile safety seat belts installed in the vehicle.
5. State Vehicle Safety Policy requires any traffic accident/citation received while operating a state vehicle to be reported within (24) twenty-four hours of occurrence to Motor Pool. The driver of the vehicle is responsible for the payment of any traffic citations.
6. Drivers of university vehicles are required to report any malfunction of the vehicle or its equipment to Motor Pool. During extended use, drivers are expected to perform routine vehicle inspections and fluid level checks.

Reviewed on 05/31/13.