

Fleet Vehicle

ADM 12.0

Office of the Physical Plant

Policy Type: Administrative

Applies to: Faculty, staff, student employees, students and volunteers

POLICY DATES (required)

Issued:

Revised: 8/10/18

Edited:

Reviewed:

It is the policy of the Office of the Physical Plant of the University of Mount Union that the University permits use of its vehicles for (1) approved University activities, functions, or events only as needed by University departments, athletic teams or campus organizations and not for personal use; (2) Travel to destinations listed on the Vehicle Request Form only and no errand or side trips are permitted; (3) The Vice President for Business Affairs will make final decisions over the appropriate usage of any University vehicle.

Table of Contents (optional; suggested for documents 8-10 pages or longer)

Definitions (optional; suggested for terms that have specialized meaning in the policy)

Term	Definition

Policy Details (optional)

The University of Mount Union maintains a fleet of vehicles that are available for University-sponsored activities and functions. The use of a University vehicle is a privilege that entails specific responsibilities. Failure to follow University, state, and federal rules and regulations or irresponsible use of a vehicle will result in that privilege being withdrawn.

Rental vehicles are an extension of the University Fleet. Policies and Procedures should be followed as if the rental was a University owned vehicle. Faculty staff and students who elect to drive their own vehicles should note that their insurance coverage is primary, even if the event or meeting is mandatory by the University.

The University operates a fleet of passenger cars, SUV's and 12-passenger vans. The University will also partner with local rental car firms and charter bus companies as needed to transport people for University sponsored activities and functions.

PROCEDURE (required)

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- I. Vehicle Charges
 - a. The University will annually determine the proper amount to be charged for the use of a University vehicle. Costs will be charged on a per-mile basis for the type of vehicle used and will be assessed to the appropriate budget account number of the group using the vehicle. Please consult the annual statement of charges to determine the cost per mile of each vehicle in the Mount Union fleet.
 - b. Rental cars will be charged at the same per-mile basis as University vehicles if they are utilized when all University-owned vehicles are reserved at a given time. If a rental car is requested when

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a University vehicle is available, a Vice President's approval is required and the actual cost of the rental will be charged.

II. Authorized Drivers

- a. The University of Mount Union authorizes faculty, staff and students to operate a University-owned vehicle based on the following criteria:
 - i. Employees who have a need to drive for the University must ANNUALLY complete an on-line Motor Vehicle Record (MVR) application by appearing in person either at the Human Resources Office or Physical Plant Office. Upon completion of the on-line MVR application, defensive driving and 12-passenger training, employees must also submit a copy of their current U.S. driver's license and sign the "Driver's Rights and Responsibilities" document (Attachment 1).
 - ii. Approvals to drive University vehicles are based on criteria set by the University's liability insurance carrier and applicants will be notified via e-mail whether or not they are approved to drive a University vehicle.
 - iii. Application to drive a University vehicle must be made at least ten (10) days prior to travel in order to obtain the necessary approvals. Employees will not be permitted to reserve a vehicle if proper approval has not been obtained.
 - iv. Drivers must be at least 18 years of age and have a valid driver's license for at least 1 year to operate an automobile; 21 years of age to operate any van in the over-the-road fleet.
 - v. The Office of Human Resources will maintain a file on each driver containing the appropriate information listed above. The Office of Business Affairs maintains the right to review each file and to require a driver to submit updated information or attend additional training. Drivers are required to notify Human Resources if their license is revoked or suspended at any time during the year.
 - vi. Drivers operating non-University owned vehicles should have appropriate insurance coverage. A certificate of insurance may be requested to ensure appropriate coverage

III. Driving Procedures

- a. Drivers are expected to obey all traffic rules and regulations. The driver's primary responsibility is to ensure the safety of the passengers, the public and the University vehicle. Operation of a vehicle must follow state and federal motor laws, general road courtesy and approved use of the vehicle. Loss of privileges will result from operation of a vehicle in a reckless or abusive manner, failure of the driver to follow established rules and regulations, or if they have a chargeable accident.
- b. If any safety concerns arise during a trip involving a University vehicle, the driver will have ultimate responsibility and make the final decision regarding whether the vehicle should be driven or not.
- c. Alcoholic beverages and/or illegal use of drugs are prohibited for drivers and passengers of any vehicle. Anyone violating this policy will be held liable for damages incurred and will be denied further use of any University vehicle.
- d. Smoking is prohibited in University vehicles at all times.
- e. The maximum number of persons in any fleet vehicle, as shown on the Vehicle Request Form, available on the Mount Union website, may not exceed the manufacturer's normal rated capacity for the vehicle.
- f. Any traffic violations incurred by the driver (parking or speeding tickets or other moving violations) while using a University vehicle must be reported to the Physical Plant office. The driver in question is responsible to make restitution. Any failure to do so may result in the denial of further use of University vehicles.

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- g. Fleet vehicles are intended for University use in the transportation of students, faculty, and staff. Unauthorized individuals such as hitchhikers, family members and other people not involved in the activity are prohibited. University vehicles are not to be used as a shuttle service for employee trips to the airport or other destination without approval by the VP of Business Affairs. International or out-of-state students may be transported for pick-up or departure at Akron-Canton Airport on scheduled days as posted by the Physical Plant under authorization of the VP for Student Affairs or VP for Enrollment Services.
 - h. Two (2) or more approved drivers are required on one-way trips of more than 500 miles or trips that require more than 8 hours of driving during any 24-hour period. Driving is discouraged between the hours of 12:00 am (midnight) to 5:00 a.m. Layovers are required in the event of adverse weather and/or unsafe driving conditions. The driver shall have the final decision to determine whether it is appropriate to complete the trip based on weather conditions.
 - i. Drivers are required to pull over and stop to use a cell phone or consume food.
 - j. Drivers are discouraged from traveling in a caravan. Vehicles traveling to the same destination can meet at predetermined points, such as rest stops, at predetermined times.
 - k. Cell phones should be used by passengers, not drivers, to communicate location and time.
 - l. Parked vehicles are to have the keys removed and be secured at all times.
- IV. Requesting a Vehicle
- a. Requests for the use of a University vehicle **MUST** be made three (3) business days in advance of scheduled trip. All vehicle request **MUST** be made on-line form located at <https://portal.mountunion.edu/forms/Vehicles/VehicleRequest.aspx>. **NO EXCEPTIONS.**
 - b. The Vehicle Request Form for each vehicle used per event must be submitted to the Physical Plant office. A confirmation copy will be returned to the requesting department with an assigned vehicle license number.
 - c. Phone requests are permitted to reserve the vehicle but are also subject to the three-business day in advance rule. All phone requests must be followed up with the submission of the Vehicle Request Form – **NO EXCEPTIONS.**
 - d. Vehicles will be reserved on first-come, first served basis. We will not guarantee transportation on last minute request. A confirmation email will be sent out to the requestor, confirm the vehicle license plate number.
 - e. Arrangements for any vehicle (including rental of vehicles locally for fleet purposes) must be made through the Physical Plant for insurance and administrative purposes.
 - f. All groups with scheduled events (athletics, music, etc.) are encouraged to reserve vehicles well in advance to ensure the reservation. Pre-season is an excellent time to reserve vehicles for the entire year or at least one semester at a time.
- V. Picking up a Vehicle
- a. A trip packet containing the keys and a Vehicle Mileage Report (listed as Attachment 2 to this policy) may be picked up on the day of the trip at the Physical Plant office from 7:00 a.m. to 4:30 p.m.
 - b. If the vehicle is reserved for a weekend, the trip packet may be picked up on a Friday afternoon. If the vehicle is reserved for an early morning departure (before 7:00 a.m.), the trip packet may be picked up on the afternoon before the trip, if the vehicle is ready for use.
 - c. Authorized drivers are responsible for picking up the trip packet. All keys must be picked up at the Physical Plant building. In order to assign the proper vehicle for usage, no campus departments will have access to keys for fleet vehicles.
 - d. Vehicles are to be picked up in the designated parking lot identified by the Fleet Department.

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- e. The vehicle may be picked up no earlier than (1) hour before the requested time.
- f. The departing odometer mileage must be recorded on the Vehicle Mileage Report form.
- g. Gasoline credit cards are available and will be assigned for all long-distance trips.
- h. If the vehicle is a rental, the license number must be recorded on the Vehicle Mileage Report form in the "vehicle assigned" section.

VI. Returning the Vehicle

- a. All vehicles should be returned with a full tank of gas if a credit card is given at the time of departure. If vehicles are not returned with a full tank of gas, a refueling charge of \$25 will be assessed to the department account.
- b. All vehicles must be returned to the designated lot by the scheduled time. A \$50 fee may be imposed for vehicles not returned to the designated area by the scheduled time.
- c. The Vehicle Mileage Report form must be filled out as follows:
 - i. Record returning odometer mileage
 - ii. Report any mechanical problems in the appropriate section of the report
 - iii. Report any vehicle damage on the report form. Failure to report vehicle damages may result in loss of driving privileges. A minimum of \$500 charge, equal to the insurance deductible, for damages due to an accident may be charged back to the using department.
 - iv. Sign the form.
- d. All vehicles must be cleaned out and all trash properly disposed of. Any vehicle that is returned excessively dirty may be charged back the amount of the clean-up cost.
- e. Check for any interior lights on/in the vehicle and that the vehicles headlights are turned off.
- f. Lock all doors.
- g. Return the trip packet, including keys, credit card and receipts, and the Vehicle Mileage Report inside the key drop box provided at the designated lot area where the vehicle was picked up or in the Fleet/Maintenance door drop box, located on the south side of the Physical Plant building.
- h. A \$25 fine may be assessed for incomplete trip reports.

VII. Breakdown or Accident

- a. Any driver involved in an accident while driving a fleet vehicle should first contact local authorities. Regardless of the severity of the accident, the driver should then consult the back of the Vehicle Mileage Report form, listed as Attachment 2 to this policy.
- b. The driver must notify the Physical Plant immediately at (330) 821-2452 between 7:00 a.m. and 4:30 p.m. or the Security Department cellular phone at (330) 428-1344, 24 hours per day.
- c. When you reach someone, be prepared to leave the following information:
 - i. Name
 - ii. Location
 - iii. Problem
 - iv. Vehicle License Number
 - v. A phone number where you can be reached. Make sure that you are at a telephone that accepts incoming calls; otherwise we may not be able to contact you.
 - vi. Please remain at that location until you have been contacted.
- d. If you have not heard from someone in 15 minutes, call either your department chairperson or supervisor, the director of Physical Plant, or the Assistant Director Physical Plant.
- e. Complete the Vehicle Accident Report form listed as Attachment 3 to this policy, found in the glove box or trip packet and return it to the Physical Plant office upon your return to campus.
- f. The vehicle's registration and insurance information are found inside the glove box of the vehicle

VIII. Athletics or Group Travel

- a. Athletic teams at the University must follow the same procedures for registration, use of a vehicle, driver certification and training, and picking up and returning a vehicle as outlined in the procedures in sections 1-9 of this policy.

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- b. Athletic teams requiring transportation of 25 or more passengers should schedule directly with a charter bus company for travel, regardless of mileage or weather conditions. A list of approved companies is available through the Purchasing Department.
 - c. Athletic teams or groups requiring transportation of 12-24 passengers at approximate distance 125 miles or less one-way may use not more than two (2) 12-passenger vans. For one-way trips over 125 miles, the use of a charter bus is required.
 - d. Athletic teams or groups requiring transportation of less than 12 passengers may use an automobile, mini-van or 12-passenger van, depending on the actual number of passengers.
 - e. Special consideration should be given to the winter calendar, adverse weather conditions, and/or evening driving when selecting the proper vehicle for usage.
 - f. Intercollegiate Athletic Team Transportation to an Athletic Competition or Event
 - i. OAC Competition – If the weather is bad across the State, the OAC Commissioner assists the Athletic Directors (AD) in reaching a conference wide decision for all traveling teams. If the weather is poor in a region of the State, the AD of the competing institutions consults and make a decision, which is communicated, to coaches.
 - ii. Nonconference Travel or other team event – In the event of inclement weather, the AD or senior women's administrator (SWA) with travel advisory information and bus company input will determine if the team is allowed to travel at the scheduled time and will communicate the decision to the head coaches. This is usually in conversation with the other AD, but not required.
 - g. Intercollegiate Athletic Team Transportation Home after an Athletic Competition or Event
 - i. Once a team has arrived at a competition site or event, should inclement weather raise questions about a safe return to campus, the head coach is required to contact the AD or SWA about a travel decision. The AD or SWA with input of head coach, travel information, and possibly bus driver or other team's athletic staff, will determine if the team is allowed to travel back to Mount Union.
 - ii. All head coaches travel with a UMU credit card that if needed; can be used to secure lodging and food until the team returns to campus. Alternative transportation will be arranged to transport the team back to campus in the event the bus is unable to bring the team back.
- IX. Group Travel
- a. University groups that are not athletics teams, such as departmental or alumni trips that require charter travel should contact the purchasing manager for list of approved companies.
 - b. Each participant should fill out the proper reservation form, pay the appropriate fee and sign a liability waiver form established by the University.
 - c. If the number of participants does not support the trip financially or otherwise, the trip should be cancelled.
 - d. If the trip requires an overnight stay, the department must provide a single room for the bus driver.

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Responsibilities (required)

Position or Office	Responsibilities
Physical Plant	Provide the materials for a complete and successful trip when a fleet vehicle is being used
Business Office	Review each file and require a driver to submit updated information or attend additional training Approve various types of trips that request the use of University Fleet vehicles

Resources (required for any resource referred to in the policy)

Contacts (required)

Subject	Office	Telephone	E-mail/URL
Fleet and Service Staff	Physical Plant	(330) 823-7366	physplant@mountunion.edu

History (required)

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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