# FACILITIES, PLANNING & ENVIRONMENTAL SAFETY

# FLEET OPERATIONS

ITINERARY/ROSTER POLICY FOR FLEET VEHICLES

PROCEDURE #F&P-4830-17

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| **PURPOSE** |
| To generate an accurate roster and itinerary for all non-local trips made with vehicles from the University fleet. |
| **OBJECTIVE** |
| To ensure that necessary information about the trip and all passengers are available in the event of an emergency. |
| **POLICY** |
| An itinerary and/or roster will be completed for all travel via university fleet vehicles with a destination greater than 10 miles from Slippery Rock University. This information will be kept at the University Police. The Itinerary portion must be completed for any trip in excess of 15 hours travel time or any trip with a scheduled layover. The roster portion must be completed for all trips traveling over 10 miles from the University.  **PROCEDURE**  The Itinerary/Roster is found on the back of the State Vehicle Request form. The operator of the vehicle, as listed on the State Vehicle Request form will bring a copy of the Itinerary/Roster to the Fleet Operation's office when picking up the vehicle keys. THE KEYS WILL NOT BE ISSUED UNTIL THE COMPLETED ITINERARY/ROSTER HAS BEEN GIVEN TO FLEET OPERATIONS. The Itinerary/Roster will be forwarded to University Police where it will be kept until 24 hours after the listed return time of the vehicle. Blank copies of the Itinerary/Roster will be available at University Police for departments to make revisions. |