# FACILITIES, PLANNING & ENVIRONMENTAL SAFETY

# FLEET OPERATIONS

**USE OF UNIVERSITY-OWNED VEHICLES AND EQUIPMENT**

**PROCEDURE #F&P-4830-11**

1. **Purpose**

To provide a uniform policy statement and procedures to be utilized in the assignment and operation of University-owned/leased vehicles and equipment and to assure that all Commonwealth licensed and insured vehicles will be operated in a legal manner in accordance with the requirements of the Bureau of Risk and Insurance Management

(BRIM), the University’s vehicular insurance agency.

1. **Objective**
   1. To assure University compliance with all regulations applicable to the operation of Commonwealth-licensed and insured vehicles.
   2. To establish a uniform system of vehicle utilization that will provide maximum benefits and support to all areas of the University community.
2. **Definitions**

The term University-owned vehicle includes those vehicles provided by the state, through the Department of General Services as well as those obtained and licensed through the University and the State System of Higher Education.

1. **Policy**

All assignments and use of University-owned/leased Vehicles will be in accordance with the following criteria:

* 1. Priority for use - assignment of Vehicles will be done on the following priority basis: Priority 1. Activities which are an integral part of a scheduled academic class.

Priority 2. University personnel traveling on ADMINISTRATIVE

University business.

Priority 3. University personnel traveling for DEPARTMENTAL UNIVERSITY BUSINESS reasons.

* 1. There will be no telephone reservations.
  2. Vehicles will be scheduled as the paperwork requests are received by the Fleet Operations personnel in accordance with the priorities stated above.

1. **Procedures for Renting a Fleet Vehicle**
   1. Requests for the use of Vehicles are to be submitted to the Facilities, Planning and Environmental Safety Department via the Departmental Chairperson and the appropriate Dean/Vice President.

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* 1. Priority one activities may submit requests up to 3 months in advance.
  2. Priority two activities may submit requests up to 2 months in advance.
  3. Priority three activities may submit requests up to 1 month in advance.
  4. The vehicle will be scheduled by the Fleet Operations Personnel, and vehicles shall be picked up and returned to the designated parking lot.
  5. Keys and paperwork must be picked up from the Fleet Operations between the hours of 8:00 AM and 4:00 PM Monday through Friday only. Student drivers must provide a signed copy of their job description when picking up keys.
  6. In accordance with the above policy, once a vehicle is scheduled by the Fleet Operations Personnel, the request cannot be "bumped."
  7. The University administration reserves the right to determine whether the proposed activity constitutes the priority indicated, and that such travel constitutes "Official Use."
  8. Forms
     1. The form to be used for requesting University-owned/leased Vehicles (SRU- MP-1) has been developed to meet legal and insurance requirements. Therefore, all sections must be completed as stipulated on the form. Any omissions or unclear information will result in the request being returned to the requestor for correction or clarification.
     2. The approving signature of the Department Chairperson, Dean or Vice President shall certify the correctness of the information on the completed form and approval of charges to the Department.
     3. The statement of the organization funded by Cooperative Activities is to be signed, indicating the unavailability of suitable Cooperative Activities vehicles.

1. **Drivers of University Vehicles and Equipment**
2. All drivers must have a valid driver's license, with no suspensions, and be at least 18 years of age.
3. Drivers must be employees of the Commonwealth/University, this includes student employees. Drivers must be receiving salary or wage and have driving identified in their job description as integral to their responsibilities, in order to be covered for workmen's compensation liability in the State Workmen's Insurance Fund, and to be insured under the Commonwealth's vehicle self-insurance program.

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1. Occupants of the University-owned/leased vehicles shall be authorized officers or employees of the Commonwealth/University or such members of the public or private sector as are necessary for the conduct of the official business for which the vehicle is being operated.

1. All first-time drivers of the fleet vans shall be checked out on the safety procedures to be observed in their operation, as well as the unique handling characteristics of these vehicles when fully loaded. This prior-to-driving checkout shall be conducted and certified by Environmental Health and Safety which can be scheduled with Joel Brown at 724-738- 2466.
2. All State and Federal laws apply. Drivers are responsible for any tickets issued while a vehicle or piece of equipment is assigned to them. University vehicle/equipment privileges will be revoked if the driver has received two speeding tickets or moving violations. Unsafe operation, leaving an unoccupied vehicle/piece of equipment idling, or smoking in a university vehicle/piece of equipment may result in the loss of university driving privileges.

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