

SECTION: Business Affairs/Physical Plant

SUBJECT: Campus Fleet Vehicles

- **Vehicle Policy and Procedure**
- **Driver Eligibility: Employee/Student**
- **Vehicle Usage: Priority Guidelines**
- **Driver Log For Vehicle #_____**
- **Physical Plant Vehicle Registration Form**

ISSUED BY: Physical Plant/Human Resources and Risk Management

REPLACES: Campus Fleet Vehicles – Reservation Priorities/Procedure

APPROVED BY: Vice President for Business Affairs and Treasurer

EFFECTIVE DATE: May 1, 2002

Vehicle Policy and Procedure

- The department head responsible for the department budget is the only individual authorized to request the use of a College owned vehicle from the Physical Plant. When possible the department head should notify the Physical Plant Office, extension 2271 to request vehicle use 2 weeks in advance. The following information must be provided:
 1. Account number to which vehicle usage is to be charged.
 2. Type of vehicle type and number.
 3. Date and time to be picked up date and time of return.
 4. Destination
 5. Authorized driver/s - student drivers need to be approved by Student Development and verified. All others through the Office of Human Resources and Risk Management.
 6. Vehicle specifications (seats removed, etc.).
 - Twenty-four hour notice must be given to obtain use of a fleet vehicle - unless there is a genuine emergency need. In such an event it is understood that the vehicle may be available in an “as is condition” from its previous trip.
 - A sample of the Physical Plant Vehicle Reservation Form is on page 5 of this policy document.
- It is the department head’s responsibility to know who will be driving the vehicle at all times during the time the vehicle is checked out. If additional drivers other than the department head will be driving the vehicle the department head must provide the Physical Plant with a list of those drivers. If it is not possible to submit the list at the time of check-out the list **must** be provided when the vehicle is returned to the Physical Plant.
 - All drivers are expected to obey all laws and regulations pertaining to driving. The driver of the vehicle is **personally** responsible for all traffic and parking violations while using College vehicles. Each violation must be reported to the department head immediately after the vehicle is returned to the Physical Plant.
 - Should a traffic or parking violation occur during the time the vehicle is checked out and the driver is undetermined, the cost of the violation becomes the **personal** responsibility of the department head that checked out the vehicle.
 1. Drivers are expected to report all accidents to the Physical Plant (ext. 2271),

the group sponsor if applicable, and Human Resources Office (ext. 2357) immediately.

2. Drivers are expected to report all violations received while driving for the College immediately upon return to campus to the Human Resources Office (ext. 2357).
 3. Any financial losses resulting from an accident involving a college vehicle will be charged back to the renting department or student organization. These losses could include deductibles or repair costs.
- Each vehicle will contain a Driver Log attached to a clipboard. Each approved driver of the vehicle must complete the information requested on this log each time the driver takes the wheel of the vehicle. Failure to comply with this procedure can result in the driver losing Asbury College driving privileges. A sample of the Driver Log for Vehicle #___ is on page 4 of this policy document.
 - A cancellation fee of \$20 will be assessed when departments do not inform Physical Plant that they will not be using a reserved vehicle within 24 hours of scheduled pick-up. (The Physical Plant often must send groups to outside sources to rent vehicles, only to have the scheduled organization not inform them that their plans have been changed, leaving vehicles unused plus paying rental fees.)
 - Gas receipts must be submitted with vehicle number and readable signature for reimbursement.
 - The individual picking up the vehicle at the Physical Plant must sign a check-out card indicating that the policies relating to driving a College vehicle are fully understood and will be complied with.
 - A fee of \$20 will be assessed to departments that return vans with excessive cleaning needs.

Driver Eligibility: Employee/Student

The opportunity to drive a vehicle owned by Asbury College or to drive on behalf of Asbury College is considered a privilege. This opportunity does come with certain responsibilities.

These driver responsibilities are outlined as follows:

1. Eligibility to drive College vehicles is at the sole discretion of the Office of Human Resources and Risk Management in consultation with the Safety/Risk Management Committee of Asbury College. A Motor Vehicle Report (MVR) will be obtained for all drivers of Asbury College.
2. To be considered eligible to drive you must present the following:
 - ❖ Valid US driver's license
 - ❖ Date of Birth
 - ❖ Social Security number
 - ❖ Proof of Insurance (if driving your own vehicle)
 - ❖ List of violations in last 3 years
3. Students must register with the Administrative Assistant in the Student Development Office. Employees must register with The Office of Human Resources and Risk Management.
4. Driving requirements will be as follows:
 - ❖ Car/Mini Van -- Valid driver's license
 - ❖ 9 passenger van -- 3 years driving experience/valid driver's license
5. Any student or employee may elect not to drive if they are uncomfortable with the

vehicle, weather conditions, or other circumstances surrounding driving.

6. Any student or employee who is uncomfortable when asked to drive a 9 passenger van or van and trailer is encouraged to contact the Physical Plant and schedule a time to test drive the vehicle with/without trailer. The driving trial must be approved by the department head. Mileage will be charged back to the department in question.

Vehicle Usage - Priority Guidelines

Fleet vehicle usage will be governed by the following priority guidelines.

1. Academics
2. Athletics
3. Student Development
4. Administration
5. Staff
6. Student Organizations

Note: Category number 6 includes Christian Service Organizations.

A request for vehicle usage for any higher priority category may not pre-empt another category use within seven (7) days of the scheduled use. In the event of a scheduling conflict involving normal academic affairs and physical education uses, the Vice President for Business Affairs and Provost will resolve such situations. If approval has been given for student functions, the Vice President for Student Development will resolve the conflict.

The approved vehicle usage by official College groups is to be distinguished from any usage by an “approved College group.” An approved College group is defined as a group subject to the policies of the College, formed for the expressed purposes, and engaging in activities that have been approved by the Student Faculty and the Campus Coordinating Committee. There is no pre-approved vehicle usage for such “approved College groups.” An officer of administration must decide each usage.

August 2003

Physical Plant Vehicle Reservation Form

Account to be charged: _____
Vehicle type and number:
Van (large) _____ Van (small) _____ Car _____
Date of pick up: _____
Time of pick up: _____
Date of return: _____
Time of return: _____
Destination: _____
Authorized Driver/s: _____

Vehicle Specifications: _____
Departmental Approval: _____
Signature: _____ Date: _____

Physical Plant Vehicle Reservation Form

Account to be charged: _____
Vehicle type and number:
Van (large) _____ Van (small) _____ Car _____
Date of pick up: _____
Time of pick up: _____
Date of return: _____
Time of return: _____
Destination: _____
Authorized Driver/s: _____

Vehicle Specifications: _____
Departmental Approval: _____
Signature: _____ Date: _____

Physical Plant Vehicle Reservation Form

Account to be charged: _____
Vehicle type and number:
Van (large) _____ Van (small) _____ Car _____
Date of pick up: _____
Time of pick up: _____
Date of return: _____
Time of return: _____
Destination: _____
Authorized Driver/s: _____

Vehicle Specifications: _____
Departmental Approval: _____
Signature: _____ Date: _____

Physical Plant Vehicle Reservation Form

Account to be charged: _____
Vehicle type and number:
Van (large) _____ Van (small) _____ Car _____
Date of pick up: _____
Time of pick up: _____
Date of return: _____
Time of return: _____
Destination: _____
Authorized Driver/s: _____

Vehicle Specifications: _____
Departmental Approval: _____
Signature: _____ Date: _____

Physical Plant Vehicle Reservation Form

Account to be charged: _____
Vehicle type and number:
Van (large) _____ Van (small) _____ Car _____
Date of pick up: _____
Time of pick up: _____
Date of return: _____
Time of return: _____
Destination: _____
Authorized Driver/s: _____

Vehicle Specifications: _____
Departmental Approval: _____
Signature: _____ Date: _____

Physical Plant Vehicle Reservation Form

Account to be charged: _____
Vehicle type and number:
Van (large) _____ Van (small) _____ Car _____
Date of pick up: _____
Time of pick up: _____
Date of return: _____
Time of return: _____
Destination: _____
Authorized Driver/s: _____

Vehicle Specifications: _____
Departmental Approval: _____
Signature: _____ Date: _____