



Delaware State University

University Area(s) Responsible: Office of Finance and Administration; Office of Fleet Services

Policy Number & Name: 09-01 University-Owned Motor Vehicles

Approval Date: 02/29/2016

Next Review Date: 03/01/18

I. Purpose

The purpose of this is policy is to provide information and direction to the various departments of the University regarding the proper use and maintenance of University-Owned Vehicles. Its primary purpose is to communicate policy and give guidance to the University faculty and staff as they relate to the operation and maintenance of motor vehicles and equipment.

II. Scope

This policy applies to all University Units/Departments and University employees that operate and or maintain University owned vehicles. All University owned motor vehicles are covered by this policy and are classified as follows:

- A. Fleet Vehicles
- B. Department Assigned Vehicles
- C. Shuttle Vehicles
- D. Service Vehicles

III. Policy

All University owned vehicles will be operated and maintained by qualified and authorized University employees in a manner that is both safe and efficient and that adheres to State of Delaware guidelines and procedures on motor vehicle operation.

IV. Definitions

- A. Department Assigned Vehicles: Vehicles that are permanently assigned to various departments for their exclusive year around use. Included are the President's car, Agriculture (Extension, Farm and Aquatic Science), and Airway Science.
- B. Fleet Vehicles: Vehicles available for use on a day to day basis by University employees during the course of official duties. These vehicles are available on a reservation and service fee basis. Vehicles used by the Office of Admissions on a contractual basis are included.

- C. **Shuttle Vehicles:** Vehicles used to transport University students to and from designated campus areas and fixed stops beyond the University campus (Dover Mall, etc.) They are managed and operated by Fleet Services.
- D. **Service Vehicles:** Vehicles (including golf carts, gators, etc.) used to service areas such as facilities (Grounds, Maintenance, Electric, MCM, HVAC, Custodial, Plumbing & the Courtyard), public safety, planning & construction and central receiving. These vehicles are usually used on-campus for moving, hauling and providing essential services for the proper functioning of the campus and its facilities.
- E. **Preventive Maintenance:** Those actions performed to ensure that a vehicle or piece of equipment operates at maximum efficiency, per manufacturers' specifications. Those actions include inspections, lubrication, cleaning, and periodic adjustments.
- F. **Scheduled Services:** Those maintenance services performed at regularly scheduled intervals, per manufacturers' recommendations, usually based on a mileage/hour of operation or a calendar date basis.
- G. **Shortcoming:** A condition that exists that does not impair operation, but can reduce the efficiency or appearance of the equipment, i.e., small dent or scratch, interior lamp inoperative, windshield washer fluid level low.
- H. **Deficiency:** A condition that exists on a vehicle or piece of equipment that prevents safe operation, could cause injury to the operator or others, or damage to the vehicle or equipment if operation is continued.

V. **Responsibility**

It is the responsibility of all who have been delegated authority to operate and or service University-owned motor vehicles to adhere to the directives mandated in the University Fleet Services policies and procedures.

A. **Fleet Services Supervisor will:**

- 1) Be responsible for assisting in the enforcement of the University-Owned Vehicles Policies and Procedures.
- 2) Be available to answer any questions regarding the operation and maintenance of University owned vehicles.
- 3) Maintain records of travel forms; driver licenses; vehicles owned by the University; maintenance records; mileage; leasing/rental records; violations and actions taken to remedy them (warnings and suspensions), condition of vehicles; amortization and purchase of vehicles and the responsibilities of each unit/department.
- 4) Evaluate and assess the outcomes of the use of University-Owned vehicles by taking into consideration the number of accidents, incidents and violations and determining to what extent the University-Owned Vehicles Policies and Procedures Manual was followed. This must be done at least once a year.
- 5) Partner with the Associate Director of Policy & Compliance to determine whether changes and or adjustments need to be applied to the policies and procedures for University-Owned Vehicles.

B. **Department/Unit Heads will:**

- 1) Be responsible for adhering to the policies and procedures governing the management and control of University-owned vehicles.
- 2) Be responsible for ensuring that their employees complete the authorization process, know what the policies and procedures for operating and maintaining University-owned vehicles are and abide by them.

- 3) Be responsible for the training of permanent vehicle operators and maintenance technicians in their area.
- 4) Be responsible for ensuring that vehicles are properly maintained and records kept and shared with the Fleet Services Supervisor.
- 5) Assist the Associate Director of Policy & Compliance in the Evaluation and Assessment of the policies and procedures for University-Owned Vehicles.

C. University Employees authorized/qualified to operate and or service University owned vehicles will:

- 1) Comply with all the policies and procedures governing the operation and maintenance of University-Owned Vehicles.
- 2) Complete all paperwork necessary to become authorized for the operation and or maintenance of a University-Owned Vehicle.
- 3) Acknowledge that the use of alcohol and illegal substances while operating or providing maintenance to University-owned vehicles is strictly prohibited.
- 4) Maintain a good driving record in and out of the University.
- 5) Inform Fleet Services about any changes in their driving status, privileges and license renewal.
- 6) Obey traffic laws for all jurisdictions that the University owned motor vehicle will be operated in.
- 7) Inspect vehicles prior to use and inform Supervisor and Fleet Services of any irregularities.
- 8) Use vehicle for University Business only. Personal use is strictly prohibited.
- 9) Not allow anyone who is not authorized to ride in the vehicle.
- 10) Follow vehicle Pick up and Return procedures.

VI. Vehicles Use Procedures

In order to maximize the use of DSU Fleet vehicles, the following procedures will be adhered to meet faculty and staff needs:

- A. Determine purpose of trip, driver qualifications and available drivers. Due to insurance liability concerns, use of DSU owned vehicles must be restricted as follows:
- 1) University-owned motor vehicles may be operated by authorized DSU faculty and staff for official business only.
 - 2) Operators must be 21 years of age or older, an employee of DSU, and hold a valid vehicle operator's license for the type of vehicle used.
 - 3) Student workers may operate DSU-owned vehicles only in the course of performing duties directly related to their job, in addition to meeting the requirements of items 1 and 2 above.
 - 4) University owned vehicles may be operated for official university business, Educational and Sports programs, and those missions that meet the education aims and goals of Delaware State University.
 - 5) University-owned vehicles may not be operated for the purpose of recreational or student organization functions. Student organization advisors are encouraged to contact the Office of Fleet Services for clarification of requirements and restrictions.
 - 6) Vehicles may not be taken to operator's residence without express written authorization from The Office of Fleet Services.
 - 7) University-owned vehicles are not to be used to transport unauthorized passengers which are defined as, but not limited to, and individual who is not a University faculty, staff or student.
 - 8) Under current Delaware law all authorized drivers and passengers are required to wear seatbelts.

- 9) Smoking in all University-owned vehicles is strictly prohibited.
 - 10) All fines for parking tickets and moving violations are the sole, personal responsibility of the driver who received the violation.
- B. Submit, by fax (**857-6277**) or Campus mail, a vehicle reservation form, to The Office of Fleet Services. Ensure all required information is noted, to include authorization signatures. Incomplete forms will be returned to requester.
- C. It is recommended you call ahead to check vehicle availability. Fleet Services office personnel will determine availability of the requested vehicle type and contact you.
- D. Upon availability confirmation, submit your Purchase Order request to the Purchasing Department. **Only upon receipt of a valid Purchase Order**, will a vehicle rental be confirmed and your request locked in. Once your reservation is locked in you will receive a **call** or **e-mail** to confirm your reservation. Open Purchase Orders may be completed and forwarded to The Office of Fleet Services to cover future rentals and expedite paperwork involved in the rental process.
- E. If the type of vehicle you need is not available, it may be necessary to procure a vehicle from a commercial vendor. Call **857-6274** or visit The Office of Fleet Services for arrangements and details pertaining to off-campus rentals.
- F. Fueling Rental Vehicles: All rental vehicles must be returned with a full tank of fuel. If a vehicle is returned with less than a full tank of fuel, a refueling charge of \$30.00 will be assessed to the responsible department. All authorized drivers will be issued a FUELMAN Personal Identification Number. The FUELMAN card is assigned to each vehicle and enables fuel to be purchased at any FUELMAN location. Any unauthorized Fuelman purchases are strictly prohibited and may subject the authorized driver to disciplinary actions. Suggested FUELMAN locations can be found at <http://www.fuelman.com/>
- G. FUELMAN Card Violation Procedure: These are the procedures that will be followed if a University faculty or staff member commits a FUELMAN Card violation.
- 1) **First Violation Notice:** Supervisor and employee will receive a copy of the violation notification.
 - 2) **Second Violation Notice:** Supervisor and employee will receive a copy of the violation notification. A meeting with the employee and supervisor will be arranged to explain or answer any questions about the violation notification. They will be informed that this will be the last notification before PIN number is deactivated for 2 weeks.
 - 3) **Third Violation Notice:** Supervisor and employee will receive a copy of the violation notification. Supervisor will be informed that the employee PIN number has been deactivated for 2 weeks.
 - 4) **Fourth Violation Notice:** Supervisor and employee will receive a copy of the violation notification. Supervisor will be informed that the employee PIN number has been deactivated for a full year.
- H. After Hour Reservations: Contact Fleet Services to arrange pick-up of keys. Keys for rental vehicles that will be used prior to Fleet Services opening for normal business hours must be picked up the day before. Keys being returned after normal business hours should be placed in the after-hours key box.

- I. Upon completion of a University Fleet Services vehicle rental the following procedures shall apply:
 - 1) Vehicle must be returned by time and date indicated on Fleet Services Reservation Form.
 - 2) Park the vehicle in the designated parking area
 - 3) Insure the vehicle is clean. Remove all trash and/or personal items from the vehicle.
 - 4) Insure the vehicle fuel level is full.
 - 5) Close all windows and lock all doors.
 - 6) Return vehicle key to the Fleet Services office and sign vehicle in.
 - 7) If the Fleet Services office is closed during the return, please place the key/keys inside the after-hours key box.
 - 8) Notify Fleet Services of any unusual operating conditions.

VII. Historical and Operation Records

- A. The Office of Fleet Services will maintain and distribute, when necessary, all historical and operational records pertaining to University owned vehicles and equipment. The records include, but are not limited to:
 - 1) Vehicle titles.
 - 2) Daily vehicle operator log forms.
 - 3) Vehicle service records.
 - 4) Vehicle maintenance records.
 - 5) Maintenance Bulletins.
 - 6) Vehicle mileage history
- B. Historical and operational records may be distributed on an as-needed basis in matters concerning vehicle operations and disposition.
- C. The FUELMAN cards Bi-weekly fuel report (or current fuel report) will be monitored by Fleet Services & Enterprise Risk Management as a management tool. All DSU owned vehicles assigned FUELMAN cards will use them for refueling. Use of sources other than FUELMAN cards will result in departments paying for their own fuel.

VIII. Vehicle Key Control

Each vehicle that requires a key to secure or operate said vehicle, will include a duplicate of that key. The following policy will apply to those vehicles:

- A. **Department Assigned Vehicles:**
 - 1) A primary key will be maintained and secured within the department to which the vehicle is assigned.
 - 2) The duplicate key will be secured within The Office of Fleet Services.
 - 3) Vehicle keys will not be duplicated without authorization from The Office of Fleet Services.
 - 4) Departments requesting for a duplicate key/keys will be billed for having the key/keys made.
 - 5) Vehicle operators will not maintain "personal" keys to DSU-owned vehicles nor remove vehicle keys from campus during non-working hours.
 - 6) Drivers that receive a parking ticket or any violation will be responsible for payment. Fleet Supervisor will inform driver and department head of violation by e-mail or phone. Copy of the ticket will be given to the driver and department head. **If After 30 days** the ticket has not been resolved, the driver and department head will be contacted via an e-mail from Fleet Services.

B. Fleet Vehicles:

- 1) A primary key and a duplicate key will be maintained within The Office of Fleet Services. Any time a vehicle key is removed from the Fleet office, it will be signed out on the Sign-Out Log and signed in upon its return.
- 2) In the event a key is lost, broken, or otherwise rendered unusable, it will be the responsibility of the person to whom the key was assigned for the replacement and the cost thereof.

FLEET VEHICLE RESERVATION FORM

Phone: (302) 857-6274 Fax: (302) 857-6277

PLEASE COMPLETE EVERY LINE

DEPARTMENT _____ DEPT # _____ PHONE _____ FAX _____

DRIVER _____ # Additional passengers * _____

DESTINATION _____ PURPOSE _____ (Circle) EZ Pass - \$1.00/day + tolls

Small Sedan ↑ Stratus/Neon \$35.00 daily 1 – 3 passengers

Mini-Van ↑ Caravan \$43.00 daily 4 – 6 passengers

BILL TO DEPT # _____ PO# _____ AMOUNT OF PO \$ _____

DEPARTURE DATE _____ TIME OF PICK UP _____ AM PM

RETURN DATE _____ TIME OF TURN IN _____ AM PM

Rental includes 150 miles per day and fuel. Over 150 miles per day, add \$.40 mile.

- **Smoking, eating, drinking** in rental vehicles strictly prohibited
- Vehicles are used for **Official Business Only**
- In accordance with Title **29, Delaware Code, 6505**, all fines for parking tickets and moving violation are the sole, personal responsibility of the driver
- Transport of unauthorized passengers is not allowed
- Commute to and from **private residences**, parking of rental vehicle at private residences is **not permitted**
- Vehicles must be **returned on time** (per date/times above) and **full of fuel** (use Regular, 87 octane fuel only. \$30.00 surcharge if vehicle returned not filled up)
- Driver must be at least **21 years old, employee of DSU, hold valid motor vehicle operator license**
- Vehicle will not be released without a valid Purchase Order
- Vehicles **not allowed to be left at airport parking lots** overnight
- **Fleet has installed a maintenance module inside all fleet vehicles. Module will identify maintenance problems, vehicle location and vehicle speed.**
- **EZ PASSES are now available with daily rentals, but are limited. All request will be on first come, first serve basis. If you wish to rent an EZ Pass, please circle the EZ Pass at the top. If an EZ Pass unit is lost or**

I agree to the terms of the Office of Fleet Services vehicle rental policies and procedures.

DRIVER SIGNATURE: _____

I↑ do↑ do not have a FUELMAN pin for the purpose of fueling this vehicle.

Signature of approving authority

Title

Omission of requested information could result in delays in issuing vehicles. If driver has not been assigned FUELMAN pin, contact Office of Fleet Services @ 857-6274 prior to departure date, with driver license information.