

Virginia State University Policies Manual

Title: Fleet Operation

Policy: 5702

Purpose

This policy establishes parameters and procedures for the use of Virginia State University-owned/leased vehicles and other rolling stock. Virginia State University seeks to provide quality, safe transportation for the official transportation needs of the campus community. To meet this expectation, proper use, care and supervision of University-owned vehicles are required. Each driver must be licensed and knowledgeable to operate the vehicles driven. The Motor Pool and all administrative policies are supervised and administered by the Virginia State University Motor Pool Manager.

Authority, Responsibility, and Duties

The Motor Pool is under the direction of the Director of Administrative Support Services and is responsible for providing quality transportation and vehicle management by operating in a safe, timely, orderly and courteous manner for the University and guests in support of the University mission.

The Motor Pool Manager maintains a complete list of persons authorized to operate University vehicles, to include photocopies of all operator licenses available for inspection by University officials. The Motor Pool Manager requires all persons in the user's departments to submit photocopies of their operator licenses on an annual basis. Operating a University vehicle without proper licensure or operating under suspension is an offense and cause for revocation of future use.

Vehicle operators are responsible for reviewing and conforming to all policies and procedures pertaining to the use, maintenance and operation of a vehicle.

Definitions

Office Of Fleet Management Services (OFMS) – An organizational unit within the Director's Office of the Department of General Services, the Office of Fleet Management Services (OFMS) establishes fleet Management policies and procedures for all vehicles owned by the Commonwealth, to ensure safe, reliable, and cost efficient vehicular resources are available to state employees and other OFMS customers who conduct the Commonwealth's business.

Employee – Any individual authorized to operate a state-owned vehicle on behalf of the Commonwealth of Virginia, e.g., part-time, hourly, full-time employees, and any individual under contract to perform services.

Vehicle – Any State owned or leased passenger type vehicle registered with the Department of Motor Vehicles that includes but is not limited to sedans, station wagons, minivans, pickup trucks, sport utility vehicles, or vans used primarily for the transportation of the operator and no more than 15 passengers.

Rolling Stock - All motorized type equipment used consistently for transportation modes on campus or public streets, examples are:

1. *Automobiles* - all sedans with a passenger seating of not more than 6 persons.
2. *Small Passenger Vans* – all multiple seat vehicles based on a truck chassis with less than 9 passenger seating. This designation also included Sport Utility Vehicles (SUV's).
3. *Large Passenger Vans* – all multiple seat vehicles based on a truck chassis with 9 – 15 passenger seating.
4. *Pickup Trucks* – all trucks with a gross vehicular weight of less than 8,000 pounds and having a fixed bed behind the cab.

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5. *Trucks* – all trucks not considered to be a pickup truck.
6. *Limited Use Vehicles* – vehicles that are 2, 4 or 6-wheeled motor vehicles, similar to “gators,” that have a top speed of less than 25 mph.
7. *Farm Vehicles* –tractors, mowers and other vehicles/rolling equipment designed specifically for farm or grounds maintenance use.
8. *Golf Carts* - electric and fuel motorized vehicles that are 4–wheeled and are basically designed for passenger and very light cargo.
9. *Buses* - all multiple seat vehicles with 16 or more passenger seating. Normally a bus requires a Commercial Driver’s License (CDL) to operate.

Lease – A contract for the use of a vehicle from Office of Fleet Management Services (OFMS).

Policy Statements

Licensure

Persons operating University-owned vehicles must be properly licensed with a Commercial Driver’s License (CDL) or regular driver’s license as appropriate for the type of vehicle driven. These individuals are subject to the University’s Driver’s License and Records Check Policy (Policy 5100).

1. **Work Vehicles:** Operators of work vehicles such as dump trucks, State trucks, pick-ups, 15 passenger vans, buses, police vehicles, etc., must be licensed to drive the vehicles. Operators must immediately notify the Transportation Officer if their license has been suspended or revoked.
2. **Passenger Vehicles:** Operators of passenger vehicles must possess a valid driver’s license.
3. **Buses/Motor Coaches** – Operators must possess a current valid CDL with the passenger endorsement stamp to operate passenger vehicles with 16 or more seating capacity.

Conditions of Use

University-owned and leased vehicles are used by Facilities Management, Cooperative Extension, Agriculture Research, Students with Disabilities, Student Activities, Residence Life, Athletics, Department of Police and Safety, Agriculture, WVST, Postal Services, Central Receiving, Motor Pool and the President’s Office in the execution of their academic and administrative functions. University-owned buses are available for rental by the entire University community.

University-owned vehicles are to be used for official business use only. It is unlawful to use a state-owned vehicle for any private purpose.

Persons violating the following conditions of use may be subject to disciplinary action. The Transportation Officer monitors all conditions of use.

1. **Commuting:** As specified in Chapter 11, Section 2.2-1179 of the Code of Virginia, fleet vehicles may not be used for commuting unless such use is required with respect to the duties of the employee and approved by the appropriate Cabinet Secretary, agency head and the Fleet Administrator. Requests for the use of a fleet vehicle for commuting are to be submitted to the Fleet Administrator by the agency on Form OFMS-1. All employees authorized to use a fleet vehicle for commuting shall reimburse the state for mileage unless they are law enforcement officers or employees who do not report to an official work station and whose office is in their home. Reimbursement shall be by payroll deduction only.

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2. Relatives: Relatives of VSU employees who are not State employees on official business may not operate or ride in a University-owned/leased vehicle at any time.
3. Hitchhikers: Hitchhikers may not be transported in University-owned/leased vehicles at any time.
4. Use of Obtaining Meals and Other Necessities: Vehicles may not be used to obtain meals or snacks during the normal workday except for Police Officers. Police Officers are on call their entire shift. University-owned vehicles may not be used for personal errands.
5. Parking/Security Considerations: University-owned/leased vehicles should not be left on streets or highways, unless required due to mechanical failure. Towing costs for improper parking are the responsibility of the driver. Requests for reimbursement of parking and toll road expenses must be made through the department in the usual manner expenses are reimbursed.
6. Keys/Credit Cards: Under no circumstances should keys be left in any University-owned/leased vehicle when not in operation. State credit cards should not be left where they are visible inside the vehicle. There is a \$25.00 fee for any credit card that is not returned to the Motor Pool or has been determined lost or stolen. The person utilizing the vehicle or the responsible department will be charged the fee.
7. Personal Property: Personal property is the sole responsibility of the driver. The University is not liable for any personal property stolen or damaged.
8. Gasoline: Gasoline and diesel fuel tanks are available in the Motor Pool Manager's area for State vehicles only. Only preauthorized drivers with access codes will be able to fuel at the pumps. It is the Account Managers responsibility to notify Motor Pool Manager to add new employees that were not included on the original list submitted to the Motor Pool Manager as authorized to fuel a vehicle for their department. New employees will not be able to access fuel pumps until he or she is validated in the automated system. Please contact the Motor Pool Manager at Extension 5705 or by e-mail ldixon@vsu.edu to add additional personnel. In the event a key fob or bar code label is lost, misplaced or stolen, please notify campus police and Motor Pool manager immediately. In the event there is a request for a replacement of a key fob or bar code label, there will be a \$20.00 replacement fee. **PERSONAL AND NON-STATE VEHICLES ARE PROHIBITED FROM FUELING AT THE MOTOR POOL PUMPS.**
9. Cancellation: If travel plans are **to be cancelled**, it is the department's responsibility to contact the Motor Pool immediately at (804) 524-5705 **to avoid No Show Processing Fee denoted below.**

Persons operating University-owned/leased vehicles must obey the Commonwealth of Virginia Motor Vehicle Code at all times, including the use of seat belts and safety harnesses while the vehicle is in operation. Operators must not knowingly operate vehicles that do not comply with legal requirements.

1. Fines/Parking Citations: Any fines and parking citations incurred are the responsibility of the operator. Persons incurring such violations may be subject to disciplinary action by the University and can result in loss of use of University-owned/leased vehicles.
2. Alcohol/Drug Impairment: Under no circumstances should a person operate a vehicle while under the influence of intoxicating beverages, drugs or substances. These items should not be transported in a state-owned/leased vehicle unless by law enforcement personnel in the performance of their official duties. Persons found operating a University-owned/leased vehicle while impaired by alcohol or drugs are subject to termination.
3. Smoking: Smoking in University-owned/leased vehicles is forbidden.

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Persons operating University-owned/leased vehicles must adhere to University guidelines for driver's responsibilities.

Minimum Criteria for Drivers

1. Minimum age is 18 years old.
2. Must have at least one year of driving experience.
3. Provision of a comprehensive driving record (Virginia driver's license plus state where license was issued – if different) which shows no more than one moving violation within the past twelve (12) months and no violations related to drugs or alcohol.
4. Possession of a valid driver's license for the vehicle to be operated (a photocopy will be kept in the Motor Pool Manager's Office).

Driver Medical Fitness

1. Drivers will be responsible for completion of an annual medical physical as verification of medical fitness to operate agency passenger vehicles in accordance with state requirements.
2. Drivers must provide documentation of medical physical completion to immediate supervisor as verification of compliance related to medical fitness.

Responsibility of Driver

1. Inspecting the vehicle for obvious vehicle/equipment defects before departure and reporting those defects to the Facilities Vehicle Repair Shop. If defects are found during operation of the vehicle, report to the Facilities Vehicle Repair Shop upon return to the University.
2. Not operating a vehicle that is not performing in a safe manner.
3. Not operating a vehicle unless driver is well rested.
4. Obeying all traffic regulations, to include posted speed limits.
5. Evaluating weather conditions and curtailing or canceling the trip when hazardous conditions are predicted or are occurring.
6. Ensuring that the vehicle headlights are always on during operation.
7. Providing up to date information on current driving status.
8. Cell phones, blackberries, smart-phones, GPS, or other electrical devices must be operated via a hands-free device. Any other use such as text messaging or e-mailing is prohibited while the vehicle is in drive and/or in motion.
9. Eating food is prohibited while driving a state-owned vehicle.

Insurance Coverage

All University-owned/leased vehicles are insured under a policy, which provides bodily injury liability, property damage liability and medical payment. If you have any additional questions regarding insurance, please contact the University Risk Manager at (804) 524-5996.

Persons operating a vehicle leased from Office of Fleet Management Services MUST contact the Vehicle Management Control Center (VMCC) immediately if involved in an accident/incident. The VMCC will then make arrangements to contact the State Police. The Vehicle Management Control Center's number is 1-866-857-6866.

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Persons operating University-owned vehicles who are involved in an accident must contact the following immediately:

1. On Campus – VSU Police and Public Safety at (804) 524-5360
2. Off Campus – State Police at 1-800-552-9965

The driver should obtain the name, address, phone number, operator's license number, and insurance information of all parties involved in the accidents. If possible, please obtain all of the aforementioned items with the exception of insurance information for all witnesses to the accident.

Accident reports must be submitted by the operator to the following campus personnel as soon as possible:

1. The Motor Pool Manager, 95D Physical Plant Building, Box 9208
2. Risk Management, 220 Virginia Hall, Box 9213

Safety Usage Guidelines for 15-Passenger Vans

Only trained drivers may operate the vehicles:

1. Minimum age of driver should be 21.
2. Students will not operate the vehicle.
3. Inexperienced drivers should be given practice operating the van under the supervision of a trained driver prior to being allowed use of the van.
4. A violation check should reveal no more than one moving violation within the last 12 months.
5. No violations or traffic stops related to alcohol.
6. Possess a valid driver's license appropriate for the vehicle being driven.
7. ONLY TEN (10) persons (including the driver) will ride on the van at any time.

Drivers should be responsible for inspecting the vehicle prior to leaving the parking site:

1. Any defects should be noted and corrected prior to departure.
2. Weather conditions should be evaluated and travel curtailed when conditions are hazardous. (This includes but not limited to fog, heavy rain, snow, ice, high winds, etc.)
3. Drivers should not use a cell-phone while driving.

Vehicle:

1. ONLY TEN (10) persons (including the driver) will ride in the van at any time.
2. Trailers are prohibited.
3. Roof mounted loads are prohibited.

There should be a suitable number of drivers for the trip, based on the distance being driven:

1. There should be one driver for every 400 miles being driven.
2. No driver should drive more than eight hours a day.

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Passengers should adhere to the following rules:

1. All passengers should wear seat belts at all times while traveling.
2. Passengers should use only seats equipped with seat belts.
3. No alcohol or drugs should be consumed or allowed in vehicles.
4. Vehicles should not be overloaded and tires should be properly inflated based on the load carried.

Facilities Vehicle Repair Shop Responsibilities

The University maintains a Facilities Vehicle Repair Shop to service University-owned vehicles. The responsibility of the Facilities Vehicle Repair Shop is to meet regular maintenance needs, provide preventive maintenance and ensure all University-owned vehicles are properly inspected, and make miscellaneous repairs ranging from minor repairs to major engine work. The Facilities Vehicle Repair Shop maintains a preventive maintenance schedule and procedures for tracking vehicle maintenance and the related expenses on all University-owned vehicles. Services to all vehicles leased from Fleet Management Services are coordinated by the Motor Pool Manager and scheduled through Vehicle Management Control Center. It is the responsibility of each department to ensure proper maintenance is performed on all owned and leased vehicles. These vehicles, as seen by the public, are a reflection of the University. Presenting the best possible image to the public is very important.

Vehicle Repair/Maintenance Histories

The Facilities Vehicle Repair Shop will maintain accurate and complete vehicle repair and maintenance histories on all University-owned/leased vehicles.

Vehicle Replacement

Vehicles will be considered for replacement after 7 years of use or, if the annual costs of maintenance exceed the value of the vehicle, whichever comes first.

University Vehicle Inventory

All University-owned vehicles are recorded in the University's FAACS records. Vehicles purchased and disposed of are approved by the FAACS Office before such actions occur. Annually, the Motor Pool Manager in coordination with Facilities Management will review vehicle assignments to determine if vehicles assigned to departments are necessary for the mission of the University.

Account Managers Responsibilities

1. Submit monthly spreadsheets recording mileage for each vehicle assigned to the department.
2. Validate annually that usage of assigned vehicle is necessary for the mission of the University.
3. Ensure that drivers are qualified to drive assigned vehicles.
4. Encumber funds for maintenance, gasoline, and lease rates for assigned vehicles.
5. Ensure all assigned rolling stock has a parking position on pavement or is parked in the VSU Fleet Lot. Vehicles requiring electrical charging shall have a designated charging station assigned for and maintained by the Account Manager.

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Use of University Buses

Buses will be scheduled in the order in which requests are received. Buses will be used for official Virginia State University business only. Rental to outside auxiliaries and agencies is considered competition with commercial bus companies, and therefore can only be approved by the President or Vice President for Finance. Requests for the use of buses should be made as far in advance as possible. To request a bus for use, the requestor should do the following:

1. Call the Motor Pool Manager at ext. 5705 to check on availability, but please note that the bus will not be reserved until a Transportation Request Form is submitted to the Motor Pool.
2. Submit a Transportation Request Form and an Encumbrance Form to the Motor Pool. These forms can be found on the University's web page at <http://www.vsu.edu/pages/1092.asp>.
3. Forms can be submitted by fax to extension 5630, by mail to P.O. Box 9208, or hand delivery to Room 95D in the Physical Plant Building.
4. A list of passengers is required to accompany the Transportation Request Form.
5. In the event a bus is not available from VSU Motor Pool a Waiver Form must be secured from the Motor Pool Manager in order to lease a bus from an outside vendor.
6. Rate Structure

Bus	Description	Base Fee	Mileage Costs Each Trip
14 Passenger	Per trip	\$275	Plus \$3.50 Per trip mile
32 Passenger	Per trip	\$550	Plus \$3.50 Per trip mile
Motor Coach	Per trip	\$550	Plus \$3.50 Per trip mile

Note: Overtime is \$30.00 per hour for all hours over 8 hours

No Show Processing Fee

If a bus is reserved and reservations are not cancelled at a minimum of 48 hours before pick up time, the responsible department will be billed for the corresponding fee in the base fee column above.

Any requests for exception to this policy must be submitted in writing to, and approved by, the Vice President for Administration and Finance.

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References

Office of Fleet Management Services Policies and Procedures Manual- Revised July 1, 2010

Driver's License and Records Check Policy (Policy 5100).

Code of Virginia

Section 2.2-1178 – Use of passenger –type vehicles on an assigned basis.

Section 2.2-1179 – Use of vehicles for commuting.

Section 2.2-1180 – Regulations governing state-owned passenger type vehicles.

CAAP Manual: State Travel Regulations – Section No. 20300 Cash Reimbursement Accounting

Approved By: _____



President

Date: _____

3/2/17

**Virginia State University
Consolidated Motor Pool Waiver
Vehicle Denial Form**

The Motor Pool will not be able to accommodate the request for a vehicle for the following department on the following date(s):

Department: _____

Dates:

_____	_____
_____	_____
_____	_____
_____	_____

Motor Pool Manager Signature

Date