

Policy #4303
Use of State Vehicles

Date of Current Revision: March, 2008
Responsible Office: Director, Facilities Management

1. PURPOSE

This policy establishes parameters and procedures for the use of university/state vehicles.

2. AUTHORITY

The Board of Visitors is authorized to enact university policies, including those that govern the use of university property. Where the Board has not exercised this authority specifically, it is delegated to the President.

3. DEFINITIONS

Central Motor Pool:

A fleet of state vehicles leased by the university for the use of members of the university community for travel specifically related to university business.

State vehicle:

Motorized vehicle leased by the university and temporarily assigned to members of the university community for travel specifically related to university business.

University bus:

Bus owned by the university and driven by appropriately licensed university-employed chauffeur, available for use by groups of university employees and/or students for travel specifically related to university business.

University service vehicle:

Motorized maintenance and service truck or other service vehicle owned by the university and used primarily for maintenance and operation of the university.

University vehicle:

Motorized vehicle owned by the university and assigned to a specific department of the university for travel specifically related to university business.

4. APPLICABILITY

This policy applies to all employees and students who operate, make use of, and/or travel in university or state vehicles.

5. POLICY

All university vehicles, including service vehicles, are assigned by the university to specific departments and offices for the use of those offices' employees in the performance of their job assignments, and may not be used except by those individuals identified by the office as having approval to operate the vehicles.

State vehicles may be available for use by faculty and staff in the execution of their academic and administrative functions. Faculty and staff members may be authorized to drive university service vehicles only with prior approval from their department head and from the auxiliary and E & G maintenance managers (568-6102) upon presentation of adequate justification.

Members of recognized student groups in good standing, when approved by the Office of Student Organization Services, may request use of state vehicles to attend university-related functions. The use of a state vehicle for transportation to or from an event that the office of Student Organization Services determines to be a "party" is prohibited.

Students, other than those employed by the university, are not allowed to drive university service vehicles on or off campus.

6. PROCEDURES

6.1 Priority Assignments

Normally, state vehicles will be assigned in the order in which requests are received with priority given to academic functions, official trips by faculty and staff, and trips by recognized student organizations. Forty percent of vans will be reserved for academic use and assigned in order of requests received. Van/shuttle bus service requests for Intercollegiate Athletics will be given priority for the use of 60% of university motor pool vans for the following time frames:

- Vehicle requests submitted by August 25 for use from September 1 through January 31
- Requests submitted by November 15 for use from February 1 through May 31.

Remaining vans and cars will be assigned out in order of requests received.

6.2 Carpooling

Users of state vehicles are encouraged to form carpools to the maximum extent consistent with the purpose of the travel.

6.3 Requesting Vehicles

- 6.3.1 An employee who requests the use of a state vehicle must obtain approval from his or her department head. A member of a recognized student organization who requests the use of a state vehicle must obtain approval from the Office of Student Organization Services. Once approval has been granted, the employee or student should contact the Transportation Department (568-8147). A minimum of two weeks notice is suggested. The following information will be requested at the time of call:

Driver(s) of vehicle, including driver's license number and state
Departure and return time
Type of vehicle requested
Number of persons traveling in vehicle
Purpose and destination

- 6.3.2 If a suitable vehicle is available, a State Vehicle Request Form must be prepared by the requesting department. A copy of this form is attached as an Appendix to this policy.

- 6.3.3 The vehicle request form can be mailed or hand carried to the Transportation Office. It must be received by the Transportation Office at least two days prior to the trip. This form will be given to the operator when picking up keys to log mileage and must be turned back in when returning keys. Any and all approved drivers must show valid operators' permits when picking up keys. The Transportation Office reserves the right to refuse the release of keys to any driver whose driving record indicates that he or she should not be entrusted with a state vehicle, or who has violated the terms of this policy in the past.
- 6.3.4 To schedule a chauffeured vehicle (bus, car or van) call the Transportation Department (568-8147) to check availability. At that time, a tentative hold will be placed on a vehicle with chauffeur, if available. A State Vehicle Request Form signed by the requesting department head must be received in the Transportation Office prior to the trip.
- 6.3.5 Vehicle requests for student organizations must be made through the office of Student Organization Services.
- 6.3.6 If travel plans are canceled or a vehicle is no longer required, the Transportation Department should be contacted immediately (568-8147).

6.4 Charges

Rental rates for the use of all vehicles are subject to change without notice.

- 6.4.1 Sedans, 7-passenger mini vans, and 15 passenger vans.

Current rates are available through the office of the Transportation Supervisor (568-8147). All charges are calculated on the basis of round-trip odometer readings recorded on the trip ticket. A daily minimum charge will be billed weekly. Invoices are due and payable upon presentation. Cash payments may be made to the University Cashier, Warren Hall. Past due invoices will be referred to the Controller. Past due invoices may also result in denying future use of vehicles.

- 6.4.2 University Buses

Rate per mile for shuttle and trip buses and rate per hour for chauffeur's time are available through the office of the Transportation Supervisor (568-8147).

The chauffeur's travel expenses will be reimbursed under the provisions of [Policy No. 4401](#), and will become a part of the charge to the department reserving the bus.

- 6.4.3 Service Trucks and other university service vehicles

The primary purpose of university service vehicles is to support the maintenance and operation of the university. However, when available, these vehicles may be requisitioned for other university-sponsored programs upon approval by the auxiliary and E & G maintenance managers. (568-6102) Because members of Recognized Student Organizations who request the use of a university service vehicle are not permitted to operate such vehicles, Facilities Management will provide a driver during regular working hours at no additional charge to the user. After the driver's regular working hours, the user will be charged for the driver's service at overtime rates.

6.5 Instructions to Drivers of Vehicles

- 6.5.1 All vehicles are kept at 1597 South Main Street Motor Pool. Due to limited parking, a driver should park his or her personal vehicle in the space vacated by the pool vehicle used. Vehicles should be returned to the same space.
- 6.5.2 Vehicle keys and trip reports can be picked up in the transportation office, located at the Motor Pool offices between the hours of 7:30 AM and 4:00 PM, Monday through Friday.
- 6.5.3 Keys, completed trip reports and gas tickets (when gasoline is purchased) are to be turned in promptly after each trip. After 4:00 PM (or on weekends/holidays) these items should be deposited in the door slot in the transportation office.
- 6.5.4 A key to Motor Pool entrance gate will be attached to each set of vehicle keys. The entrance gate is locked between the hours of 5:00 PM - 7:30 AM and on weekends and holidays. When picking up or returning vehicles during these hours, the driver must lock the gate when leaving the parking lot.
- 6.5.5 In the event of an accident on campus, the University Campus Police Department shall be notified immediately (540-568-6911). Off campus accidents must be reported to the State Police (540-434-8593). An auto insurance card, which gives instructions in case of an accident, is in the glove compartment of each state vehicle. An accident report must be filed in person at the Motor Pool Office no later than the second workday following the accident.
- 6.5.6 Major breakdowns or need for assistance when driving any university vehicle should be reported to the maintenance center garage (telephone number 540-568-6364). Monday through Friday 7:30 AM - 4:00 PM. Nights, weekends and holidays, drivers shall call Campus Police (540-568-6911).
- 6.5.7 The possession or use of alcoholic beverages or drugs is not allowed in university and state vehicles. See Policy 1110.
- 6.5.8 Pets are not allowed in university and state vehicles.
- 6.5.9 Weapons are not allowed in university and state vehicles. See Policy 1105.
- 6.5.10 Smoking is not allowed in university and state vehicles that have been designated as "non-smoking," and only in other university vehicles with the permission of all passengers. See Policy 1111.
- 6.5.11 The state vehicle is not to be used for personal travel. Upon the conclusion of the university business for which the vehicle is reserved, the vehicle must be immediately returned to the Motor Pool. No "side trips," personal detours or frolics are allowed in a state vehicle.
- 6.5.12 While in possession of the state vehicle, it is the responsibility of the driver to safeguard the vehicle by all reasonable means. When parked, the doors should be locked and the windows rolled up, and the vehicle should not be parked in places which are unsafe. While operating the vehicle, the driver is required to drive in a legal, safe and reasonable way, and to avoid driving in unsafe locations. Seat belts must be worn by the driver and all passengers while the car is in operation.

6.6 Central Motor Pool (State) Vehicles (Sedans and Vans)

- 6.6.1 The Transportation Department will fuel and check vehicles prior to vehicle pickup. However, fuel should be checked prior to leaving. After regular hours, Campus Police (540-568-6911) should be called to assist in providing gas for the vehicles.
- 6.6.2 Included in the packet in all state vehicles are two (2) credit cards - a blue card and a white card. The blue credit card is for use at any Department of Highways garage in the Commonwealth of Virginia only; the white credit card is for use at all filling stations throughout the United States. Also included is a directory booklet listing the locations of all state highway service facilities. Operators are expected to obtain fuel and service at V.D.O.T. shops whenever possible. The commercial (white) card is for emergency use only. If an emergency exists and the commercial credit card must be used, operators must take advantage of self-service regular gas prices. Under no circumstances may premium gasoline or other articles (snacks, cigarettes, etc.) be purchased. The credit ticket must be filled out in its entirety. It must include what was purchased, the unit price, the quantity, the total price, signature, and vehicle license number. The commercial credit card (white) and the V.D.O.T. fuel issue card (blue) are to be used only for fuel and service rendered to the specific vehicle for which they are issued. Receipts for all services (including gasoline) must accompany the return of keys.
- 6.6.3 Credit cards must be left in the glove compartment of the vehicle when the vehicle is returned to the Central Motor Pool. The university has been furnished only two (2) credit cards for each vehicle; therefore, it is essential that they be kept with the vehicle. These credit cards are non-transferable from one vehicle to another.

6.7 Special Rules Concerning 15 Passenger Vans

NOTE: If a fifteen passenger van is rented from an outside agency, the university safety and training requirements are applicable as if the van were university owned. If an employee's personal vehicle happens to be a 15 passenger van, the university safety and training requirements regarding 15 passenger vans apply.

- 6.7.1 Minimum criteria for drivers:
- Minimum age is 19,
 - Minimum driving experience is two years,
 - Provision of a comprehensive driving record check (VA plus state where drivers license was issued, if different) which shows no more than one moving violation within the past twelve months and no violations related to alcohol or controlled substances ([VA record check applications](#))
 - Possession of a valid driver's license for the vehicle to be operated, and
 - Successful completion of a driver-training program administered by JMU Public Safety.
- 6.7.2 Drivers are responsible for:
- Inspecting the vehicle for obvious vehicle/equipment defects (including missing safety equipment) prior to departure and reporting any defects to JMU Transportation Services or the leasing company for leased vehicles,
 - Not operating a vehicle that is not performing in a safe manner,

- Not operating a vehicle unless they are well-rested,
- Taking one-quarter hour breaks for a minimum of every two hours of operation and not exceeding a total of eight hours of operation (including breaks) per day per driver,
- Not operating before sunrise or after midnight (9:00 p.m. preferred) without special exemption by JMU Transportation Services,
- Obeying all traffic regulations - including posted speed limits,
- Loading no more than 10 passengers (including driver) into the vehicle,
- Loading all luggage and equipment in a safe manner in accordance with instruction in the driver training program,
- Ensuring that no roof mounts are installed on the vehicle,
- Ensuring that no trailers are installed on the vehicle - except by special exemption for university vehicles only through JMU Transportation Services,
- Evaluating weather conditions and curtailing or canceling the trip when hazardous conditions (i.e., heavy fog, heavy snow, ice, high winds, etc.) are predicted or are occurring - unless in the judgment of the driver curtailing operation poses a greater safety risk than continuing with the trip,
- Ensuring that the vehicle headlights are always on during operation,
- Reporting any vehicle/equipment defects found during operation to JMU Transportation Services or the leasing company for leased vehicles upon return,
- Not using a mobile phone by the driver while the vehicle is moving,
- Checking tire pressure (including spare) and ensuring proper inflation, and
- Ensuring that if the department has installed a two-way radio in the van, it is in proper working order.

6.7.3 Authorizing university department/offices are responsible for:

- Enforcing all the procedures and requirements of this policy, and
- Ensuring that there are sufficient qualified drivers for the trip to meet the operating time limits in section 2 above.

6.7.4 Passengers and driver are responsible for:

- Wearing seat belts at all times during vehicle operation, and
- Not consuming alcoholic beverages or controlled substances during vehicle operation

7. RESPONSIBILITIES

Operators of JMU vehicles are responsible for strict compliance with this policy and for safe driving at all times. Operators of 15-passenger vans are responsible for attending the 15-Passenger Van training session before operating a vehicle.

The office of Student Organization Services is responsible for processing requests for state vehicles from members of recognized student organizations.

Department heads are responsible for ensuring that those they assign to operate and/or travel in a university vehicle understand this policy and will comply with its terms.

The Office of Transportation Services is responsible for assigning vehicles, releasing keys, servicing and maintaining vehicles, and charging users of state vehicles for university-related travel.

8. **SANCTIONS**

Sanctions will be commensurate with the severity and/or frequency of the offense and may include termination of employment.

Students who fail to comply with this policy are subject to disciplinary action up to and including suspension.

All operators are subject to vehicle operations laws and their sanctions while operating a university vehicle.

9. **EXCLUSIONS**

The use of privately owned vehicles for university business is covered in [Policy No. 4401](#).

10. **INTERPRETATION**

The authority to interpret this policy rests with the president and is generally delegated to the Director of Facilities Management.

Previous version: February, 2002
Approved by the President: March, 2008