

Procedure No. 702.1

Area: Facilities Management

*Original signature is on file in
Administration & Finance*

Adopted: June 9, 2016

Certified by _____
Dr. Cynthia Jackson-Hammond
University President

Revisions Adopted:

SUBJECT: University-Provided Vehicle Operations

1. **Purpose:** To establish the procedure for assignment, use, and maintenance of University-provided vehicles. The Director of Facilities Management will be responsible for the assignment, use, and maintenance of University vehicles. This policy applies to all University employees.
2. **Compliance:** Compliance with the policy is mandatory. Any deviations will be reported to the Vice President of Administration /Chief Financial Officer, and may result in disapproval of subsequent requests.
 - a. Drivers:
 - i. Insurance restrictions prohibit students, student employees and volunteers who are not employees from driving University vehicles. Employees must be at least 18 years old to drive a University-provided vehicle, and must possess a valid United States driver's license. Temporary driving permits are unacceptable.
 - ii. Prior to operating a University vehicle, each potential driver must be pre-approved and listed on the University's approved drivers list. This is accomplished by submitting a copy of a valid driver's license and CSU identification card to the Fleet Coordinator. The Fleet Coordinator will contact CSU's Director of Public Safety to have the driver checked via a Motor Vehicle Record (MVR) search. Upon completion of the MVR search, the potential driver will receive an electronic notification of being granted (or denied) approved driver status. Drivers wishing to maintain approved driver status must repeat this step periodically upon request from Facilities Management or Public Safety.
 - iii. An employee whose driving privileges have been suspended shall report the suspension to his/her supervisor immediately upon reporting to work following the imposed suspension. An employee whose driving privileges have been suspended, with or without conditions being attached, shall not drive any University-provided vehicle.
 - iv. An employee whose job classification or position requires the possession and

maintenance of a driver's license and/or any required special driving certifications in order to perform the essential functions of that position's assigned duties and who subsequently has that license revoked, rescinded, suspended, or renewal denied may, after exhaustion of all administrative contested case proceedings before the licensing agency and all possible reasonable accommodations, be terminated from employment for failure to maintain the necessary qualifications required for the position or be subject to disciplinary action.

- v. Individuals requiring the use of a University vehicle must submit a Vehicle Use Authorization Request to the Fleet Coordinator a minimum of 48 hours prior to the time that the vehicle is needed. Due to the limited number of vehicles available, the vehicle should be requested as soon as the need for the vehicle is recognized. Scheduling of vehicles will be done on a first-come-first-serve basis.
 - vi. Cleanliness and proper use of the assigned vehicle is the responsibility of the individual operator. Any misuse of the vehicle will not be tolerated. Misuse includes, but is not limited to, failure to maintain possession of the vehicle during the period of authorized use, failure to turn off lights, failure to park in designated parking area, failure to return on time, failure to return keys, etc.
 - vii. In the event of an accident, and/or damage to the vehicle, the driver shall report the incident to the local law enforcement agency. The driver shall also report the incident to CSU Police. The driver shall provide a copy of the filed report to the Director of Facilities Management for insurance purposes. The cost of damages that are not covered by insurance shall be charged against the user's organizational budget.
 - viii. University vehicles are to be returned to the front of Facilities Management. Each vehicle should be locked, and the keys should be hand carried to the Fleet Coordinator. If return is after hours, the keys should be placed in the designated key box.
- b. Fleet Management: Vehicles provided by the University will be operated under the following procedures.
- i. The University will pay the costs of lubrication, maintenance, insurance, and repair. The organizational unit for which the service is provided will be charged per mile using the mileage reimbursement rate for travel, in accordance with regulations established by the IRS.
 - ii. University vehicles will be assigned to personnel who have demonstrated a need for University-provided transportation.
 - iii. Proper cleaning and operation of the vehicle is the responsibility of the assignee. Fleet vehicles will be maintained by the Fleet Coordinator, who will be

responsible for the coordination and scheduling of maintenance and/or repairs to University-provided vehicles.