



# **EMPLOYEE RELATIONS**

## **VEHICLE USAGE POLICY – UNIVERSITY-OWNED VEHICLES, UNIVERSITY POOL VEHICLES, OR VEHICLES RENTED USING UNIVERSITY FUNDS**

### **POLICY STATEMENT**

Savannah State University, hereafter referred to as the University, will adhere to all applicable State of Georgia, University System of Georgia, and all other rules and regulations established to ensure that vehicles and any other related resources are utilized in the most responsible, efficient, and effective manner.

### **REASON FOR POLICY**

This policy is to provide the framework and procedures to be followed by all employees of Savannah State University, no matter what their capacity, regarding the *use, assignment, and management of University owned or leased vehicles, and to clearly state how motor vehicles shall be used for the official business interests of Savannah State University, not the personal interests of the employees.* This policy is not meant to supersede but to support Georgia Department of Administrative Services and the University System of Georgia policies and procedures. Please refer to those policies and procedures, as well as to the Savannah State University Personnel manual, for additional guidance.

### **ENTITIES AFFECTED**

All employees and units of Savannah State University are affected by this policy. Specifically, this policy applies to all University employees who drive on institution business, regardless of whether a University-owned vehicle or a rental vehicle is utilized. The Comptroller, Human Resources, Transportation Services, and Public Safety have specific roles under this policy.

### **RELATED DOCUMENTS**

<http://doas.ga.gov/StateLocal/Fleet/Pages/FleetLegislation.aspx> Official Code of Georgia Annotated, Georgia Fleet Management Manual, and DOAS Policy Memorandum No. 10: Use of Motor Vehicles Policy, which can be found on this Georgia Department of Administrative Services website.

[http://www.usg.edu/hr/manual/motor\\_vehicle\\_use/](http://www.usg.edu/hr/manual/motor_vehicle_use/) University System of Georgia, Human Resources Administrative Practice Manual: Employment, Motor Vehicle Use. This website includes the following forms:

- [Driver Acknowledgement Form](#)
- [Driver Notification Form](#)
- [Supervisor's Accident Follow-up Checklist Form](#)
- [DOAS Driver Safety Tips](#) (To be used in conjunction with annual training)

## TERMS DEFINED

**Disqualified Driver & Disqualified Driver Log** – Drivers that have been disqualified by the terms of this policy will be listed on a log to include at a minimum the name of the driver, the employee identification number, the supervisor's name, the division of the University the employee works in, as well as any other information that may be deemed necessary to enforce this policy. Disqualified drivers are not allowed to drive on University business until reviewed by the Committee and any required follow-up action undertaken that is necessary to address the disqualification. This log will be maintained and updated by the **Vehicle Policy Enforcement Committee**.

**DOAS** – The Department of Administrative Services is a state agency that offers centralized state purchasing and associated training, management of the State's fleet, risk management services, mail and courier services, and the redistribution and disposal of State personal property.

**Driver** – The operator of a motor vehicle.

**Driver Acknowledgement Form** - Before operating a vehicle for University business, employees as designated by the Motor Vehicles Use Policy must use this form to certify that they are qualified to safely operate the vehicle. A copy of this form is to be retained in the personnel file, with a copy to the Transportation Director for purposes of the Motor Vehicle Pool.

**Driver's License** – A license authorizing the bearer to drive a motor vehicle.

**Driver Notification Form** – Employees are to use this form to notify their supervisor of activities that may affect their eligibility operate a motor vehicle for University business. The original form will be maintained in the Human Resources personnel file, with copies to be provided to both the Chief of Public Safety and the Transportation Director for purposes of the Motor Vehicle Pool.

**Employee** – Any employee of Savannah State University or any agent acting on behalf of Savannah State University in this capacity (i.e., unpaid affiliates). (Students, unless employed by the University, are not considered in this policy as they are not authorized to drive or rent a vehicle that is owned/leased/rented by the University. *Federal work study students, though employees, are not authorized to operate vehicles.*)

**Managers** – In the context of this policy manager refers to anyone in a supervisory role and those above that level.

**Motor Vehicle Record** – A report from the agency that issues driver's licenses, listing accidents and violations that appear on the driver's driving record.

**Motor Vehicle Pool** – A pool of vehicles not assigned a specific user. These vehicles will be acquired by the University for eligible employees utilizing the applicable reservation system as determined by the **Transportation Director**.

**Rental Vehicle** – A vehicle in which the use of the vehicle involves an agreement where a payment is made for the temporary use of the vehicle, which is owned by another person or company. The owner of the vehicle may be referred to as the lessor and the party paying as the lessee or renter.

**Supervisor's Accident Follow-up Checklist** – Supervisors are to complete this checklist and forward to the University Internal Auditor, who is responsible for coordinating with the Risk

Management Services Division, with copies to the Human Resources Director, Chief of Public Safety, and the Transportation Director for consideration as part of the Vehicle Policy Enforcement Committee.

**Transportation Director** – This term refers to the Assistant Director of Auxiliary Services, who will be responsible for the reservation system, condition assessments, reporting issues, and establishing the applicable department charge rates, among other items, for the **Motor Vehicle Pool**.

**University** – In all cases in this document the capitalized form of this word is referencing Savannah State University.

**University Vehicle** – A licensed vehicle purchased through Savannah State University funds or rented or leased using University funds. For purposes of this policy, this includes any vehicles controlled by the University.

**Vehicle Policy Enforcement Committee** shall consist at a minimum of the Human Resources Director, the Chief of Public Safety, and the Transportation Director, along with two (2) at-large employee members. Each at-large employee members (non-student) must be in good status as it relates to this policy and other pertinent accountability standards, and each will be selected by the Vice President of Business and Financial Affairs and the Vice President of Academic Affairs, respectively.

## **POLICY GUIDELINES:**

### **I. Overview**

While this policy provides the framework and procedures to be followed by all employees of Savannah State University, no matter what their capacity, personnel must further be *sensitive to their responsibility to avoid even the slightest appearance of misuse of any University property, including vehicles*. This policy is applicable regarding the **use, assignment, and management of University owned or leased vehicles and clarifies that motor vehicles be used for the official business interests of Savannah State University, and never the personal interests of the employees**. All employees are expected to ensure that they act responsibly and are held accountable for any violation of this policy. All managers are charged with addressing any violations promptly and effectively.

### **II. Eligibility & Enforcement**

It is expected that all employees of the University who wish to use University vehicles or rental vehicles for University business usage should be **appropriately licensed and meet acceptable driving standards as defined within the policy**. The level of driver screening will be based upon the driving requirements.

All *employees who routinely drive University-owned vehicles or have a specific vehicle assigned* will be subject to annual training, annual completion of the Driver Acknowledgement Form and an annual MVR History check prior to operating University vehicles on University business.

*Employees who are approved for special purpose driving* shall be subject to annual training and be required to complete the Driver Acknowledgement Form on an annual basis. Special purpose driving is defined as *travel covered by a Travel Authorization*,

which may include travel for professional development, meeting attendance, workshops, conferences, etc.

As with other policy enforcement committees information should be kept within the confines of Vehicle Policy Enforcement Committee meetings and should only be shared with the respective supervisory staff and the related individual. This Committee is responsible for developing guidelines in conjunction with the Personnel Manual and with the oversight of the Human Resources Director, and reporting any changes that need to be made to this policy to the Comptroller for revision. The Comptroller maintains this written policy and, as such, cannot be a member of the Vehicle Policy Enforcement Committee.

#### **A. Driver Qualifications**

The Driver Acknowledgement Form will be reviewed by the Human Resources Director, made part of the personnel file, and copies will be provided to the Chief of Public Safety and the Transportation Director for administration purposes. Each covered employee must initial next to each safety standard on the form and sign to be deemed eligible to drive. *University employees must have a valid license in their possession while operating a vehicle on University business. Further, copies of valid licenses must be provided and kept on file with the Human Resource Department.*

#### **B. Other Requirements of Qualified Drivers:**

Qualified drivers agree to the following stipulations when utilizing a University owned, leased, or rented vehicle for University business:

- Drivers will follow a “hands free” cell phone policy when operating a University owned, leased, or rented vehicle.
- Drivers must turn off the vehicle, remove the keys and secure the vehicle when it is unattended to the extent possible.
- Drive the vehicle at legal speeds, appropriate for traffic, weather, and road conditions.
- Immediately report all accidents or violations as outlined in this policy.
- Assumes responsibility for obtaining information about weather conditions when travelling on University business.
- Must not smoke in University vehicles or permit passengers to smoke in University vehicles.
- Should maintain the appearance of the vehicle and is responsible for clearing all trash and other items from the vehicle on a regular basis or before turning the vehicle over to another.
- Must use the fuel card with that particular vehicle, ensure that maintenance is completed on vehicles assigned to specific individuals, and maintain the required forms in this policy related to each vehicle.

#### **C. Driver Disqualifications**

The Vehicle Policy Enforcement Committee is responsible for maintaining a **log of all disqualified drivers**, updating the list as necessary, and ensuring that notification is made to both the employee and their manager. Disqualified drivers are **not allowed to drive on University business** until reviewed by the Committee and any required follow-up action undertaken that is necessary address the disqualification issue.

As noted in the USG Human Resources Administrative Practice Manual, an employee who has had **one** of the following occurrences **during the 24-month preceding their use or request** for use of a University vehicle or a vehicle rented or used for University business will be considered a “**Disqualified Driver**”:

1. Accumulating more than 10 points on his or her driving record.
2. Receiving a citation (ticket or warning) while driving on University business.
3. Having an “at fault” motor vehicle accident within the six (6) months preceding an assignment to drive on University business.
4. Having been convicted of one of the following offenses preceding an assignment to drive on University business:
  - Driving Under the Influence (DUI)
  - Driving While Intoxicated
  - Leaving the scene of an accident
  - Refusal to take a chemical test for intoxication
  - Use or possession of marijuana or other controlled substances which are considered illegal by the State of Georgia.

Employees subject to completion of the Driver Acknowledgement Form shall be required to disclose to the Human Resources Director, as a representative of the Vehicle Policy Enforcement Committee, if any of the above apply. A **Disqualified Driver** may not drive on University business until: (a) his or her Motor Vehicle Record has been reviewed by the Vehicle Policy Enforcement Committee and (b) the Disqualified Driver has satisfied the corrective, preventative, and/or educational measures specified by the Committee.

1. The measures specified may include, but are not limited to the following:
  - Viewing a driver safety video;
  - Successfully completing an approved defensive driving course;
  - And/or waiting a specified period of time before being permitted to again drive on University business.
2. Based on the nature of the events leading to a Disqualified Driver status, it may be determined that the Disqualified Driver may never again be permitted to drive a vehicle on University business. Prior to making such a determination, the Chief of Public Safety (or the Transportation Director in his absence) along with the Human Resources Director must consult the Disqualified Driver’s departmental manager to discuss the factors supporting such a determination and the effects such a determination may have on the job status of the Disqualified Driver.
3. Among the factors that should be considered in determining whether Disqualified Driver status can be removed, and the conditions for doing so may include:
  - The driving conditions under which the relevant events occurred;
  - The extent to which the Disqualified Driver exceeded the maximum speed, level of intoxication, or other limitation imposed pursuant to the applicable law;
  - The apparent degree of recklessness or disregard for safety on the part of the Disqualified Driver;
  - Whether anyone was injured as a result of the Disqualified Driver’s actions; and

- The amount of time that has passed since the events in question.

An *employee with a driver's license that is expired, suspended, or revoked is not permitted to drive on University business* until the license is reinstated. Employees who drive on University business are to disclose any license expiration, suspension, or revocation.

Employees charged with the following offenses **are not permitted to drive on University business until disposition of the charges:**

1. **Driving Under the Influence**
2. **Driving While Intoxicated**
3. **Leaving the scene of an accident**
4. **Refusal to take a chemical test for intoxication**
5. **Aggressive Driving (only if a conviction would result in more than 10 points accumulated on driving record)**
6. **Exceeding speed limit by more than 19 mph (only if a conviction would result in more than 10 points accumulated on driving record)**

Employees who drive on University business are to disclose receipt of the above charges by submitting a Driver Notification Form no later than the workday following the charges. Employees who meet all **Driver Qualifications** following disposition of the charges are permitted to resume driving on University business. If an employee does not meet all **Driver Qualifications** following disposition of the charges, the employee will not be permitted to drive on University business until the circumstances leading to such citations have been reviewed by the Committee and the Disqualified Driver has satisfied the corrective, preventive and/or educational measures specified by the Committee. The determination of the measures required will be made by the Committee and reviewed by the Internal Auditor, who serves as oversight for the University's Risk Management Program, in consultation with the employee's department manager, based on the specification citation and circumstances.

#### **D. Fees and Driving Violations Payments**

The University is not exempt from tolls charged on highways. Each individual operator is responsible for paying all tolls and filing for reimbursement with the University, generally on a Travel Expense Reimbursement form as part of their travel expenses if on official University business.

Fines for traffic violations incurred by individual operators of University vehicles are the responsibility of the operator and will be paid by the operator.

### **III. Official Business Interests of Savannah State University**

All motor vehicles, whether owned, leased, or rented using University funds, must be used for the *official business interests of Savannah State University, and never the personal interests of the employees*. It is the obligation of *all employees to be sensitive to their responsibility to avoid even the slightest misuse of vehicles thereby upholding public trust that good stewardship and cost saving measures are the rule, rather than the exception*. (DOAS, Policy No. 10, 1-B) Under no circumstances should a University vehicle be used for personal reasons.



*Vehicles are not authorized to be used for any personal trips unrelated to the University business for which they were assigned or to transport passengers who are not University employees unless on SSU business.* Please note that University drivers are not covered by liability insurance when engaging in unauthorized use of University vehicles. The **following uses of University vehicles are prohibited:**

- Any use for personal purposes other than commuting which has been authorized.
- Travel or tasks which are beyond the vehicles' rated capability.
- Transport of *families, friends, associates or other persons who are not employees of the University System of Georgia, OR serving the interest of Savannah State University.* (Please note that USG employees are allowed to be transported by Savannah State University employees when serving a business interest, but cannot operate University vehicles.)
- Transport of hitchhikers.
- Transport of cargo that has no relation to the performance of official University business.
- Transport of hazardous materials such as acids, explosives, weapons, ammunition, or highly flammable material, except by specific authorization or in an emergency situation.
- Transport of any item or equipment projecting from the side, front or rear of the vehicle in a way that constitutes an obstruction to safe driving or a hazard to pedestrians or to other vehicles.
- Except when in an official business travel status, transport of other employees from work centers to restaurants, cafes, drugstores, etc.
- Attending sporting events including hunting, fishing, golf, etc. which are not business-related. (As noted below this doesn't apply to the transportation of students or staff for athletic program events that the University participates in as part of University business.)
- Extending the length of time the vehicle is in your possession beyond that which is required to complete the official purpose of the trip.
- To transport any political campaign literature or matter or to engage in soliciting votes or to transport any person or persons soliciting votes in any election or primary.
- The placement of bumper stickers or other placards containing commercial advertising is prohibited. This includes any form of markings that could be construed as political in nature, such as names of elected officials, etc.
- ***Smoking is prohibited in all University vehicles.*** Vehicle operators are responsible to insure that no passengers are allowed to smoke in a vehicle that they are operating.
- Personal property (i.e., CB radio, stereo components, etc.) shall not be permanently attached to a University vehicle.

Unauthorized use of state vehicle may result in disciplinary action. **Any employee found to transport nonemployees or to use the vehicle for any personal reason that is not connected in any way to a valid business use can be determined as immediate grounds for dismissal.** The penalty for personal use violations will be determined by the Committee, and the finding will be coordinated with the Supervisor through the Human Resource Director and Chief of Public Safety. Please note that the following cases are **allowable as transporting a non-employee for a valid business interest:**

- Public safety officers transporting a student, employee, or nonemployee while acting in such a capacity.

- Personnel such as bus or shuttle drivers transporting non-employees as part of University services. An example would be using the shuttle for campus visitors.
- Transportation of students while acting on behalf of the University.
- Public safety officer transportation of the University canine to and from home when on call or work days, to and from the kennel for off duty days, to and from the veterinarian, etc.

#### IV. Vehicle Assignments

##### Part A: Individual Assignment of Vehicles

All individual assignments of vehicles must be documented using form DOAS MV-1, which can be found at:

[http://doas.ga.gov/StateLocal/Fleet/Docs\\_Fleet\\_VehicleOptions/MV1AuthorizationForm.pdf](http://doas.ga.gov/StateLocal/Fleet/Docs_Fleet_VehicleOptions/MV1AuthorizationForm.pdf)

The original signed form will be submitted to the Human Resources Director, who will maintain a copy in the Personnel file and forward to Payroll for tax purposes. The original will then be forwarded to the University Internal Auditor, who has Risk Management oversight, and then on to the DOAS.

According to DOAS policy no. 10, Section I, part 3.2, “Assignment” means that an employee has exclusive control over a vehicle’s use during the workday or is the only employee who routinely drives the vehicle. The following must be met in order for a University employee to qualify for the assignment of a vehicle:

- University employees who annually drive more than 14,000 University business miles in order to routinely conduct University business, as determined by the President of the University and reviewed by the Vehicle Policy Enforcement Committee. The Transportation Director will be responsible for maintain a log of all such assignments. If at any point the employee fails to drive a minimum of 14,000 miles within the year, and then fails to drive 3,500 miles the following quarter, the Vehicle Policy Enforcement Committee shall revoke the vehicle’s assignment to the employee and redesignate the vehicle, put into the vehicle pool, or surplus. Employees assigned a vehicle are *not automatically eligible to drive the vehicle to and from their residences*.
- For an employee to be specifically assigned to a vehicle if the total University business miles driven fails to exceed the 14,000 business mile requirement, the vehicle must:
  - Have special equipment or be used to transport equipment which is too large or heavy or has special features which make it impractical to be transferred between vehicles or between a vehicle and a fixed location.
  - Be required to be driven in sites or under conditions that would endanger privately owned vehicles.
- Employees whose positions require them to perform duties of a Sworn POST-certified/registered law enforcement officer **AND** having a vehicle specially equipped

The minimum number of miles specified in this section refers solely to those miles driven exclusively for conducting University business. Miles driven between employees’ residences and their workstations **are NOT University business miles**, but rather, are considered official commuting miles (as defined by the Internal Revenue code). Further, the minimum numbers of miles specified in this paragraph refer to those **miles incurred through the most effective and efficient use of vehicles for legitimate University business**.



**Part B: Authorization for Vehicles to Be Driven Home Overnight on a Daily Basis**

The University (VPEC) must certify that individuals meet the requirements of this section by signing and submitting the MV-1 form discussed in Part A. Employees are authorized to drive University vehicles to and from their residences if otherwise eligible to be assigned a vehicle based on the previous provisions listed above and if one of the following conditions apply:

- An employee whose position requires him/her to perform the duties of a Sworn POST-certified/registered law enforcement officer, **AND** the vehicle assigned to the employee is specially equipped for law enforcement purposes, **AND** having the vehicle is essential for the employee to carry out his job functions, **AND** the vehicle is not utilized by another Sworn POST-certified/registered law enforcement officer actively performing the same duties while the first employee is away.
- An employee must travel directly to a remote site (of sufficient distance for the employee to be on travel status) from his/her home the following morning, or the employee will suffer great inconvenience by having to drop a vehicle off at his/her office at the end of a work day during which the employee has used the vehicle in an authorized manner.
- An employee is required to be on call for work assignment. An individual who is first to arrive on the scene in an emergency situation should be designated as having an on-call assignment. The VPEC will maintain a listing of all “designated first responders,” thus limiting the number of individuals who are considered on-call. An employee who is *on call after normal work hours* is authorized to drive either an assigned, a pooled, or a shared departmental vehicle ***home only if the employee does not anticipate reporting to his normal worksite (i.e., the University) when called to duty AND if the vehicle meets one of the criteria listed below:***
  - Has special equipment other than a radio or cellular telephone, is used to transport equipment which is too large or heavy, or has special features which make it impractical to be transferred between vehicles or between a vehicle and a fixed location; or
  - A vehicle is for emergency use or is specially equipped and used for a related mission and the vehicle is rarely driven to a central work site from employee’s home; or
  - Is required to be driven in sites or under conditions that would endanger a privately owned vehicle.

***On-call staff must maintain documentation of the number of times they are called to a scene on a month-to-month basis.*** Only those individuals who have 12 call-outs per year will be authorized for a vehicle assignment. This information must be documented on the individual MV-1 form. The only other exception would be to the Canine Public Safety Officer for transportation of the University canine (the “drug” dog) to and from home when on call or work days, to and from the kennel for off duty days, to and from the veterinarian, etc. However, this must also be documented on the individual MV-1 form and is subject to all the other conditions of this policy, including maintaining a daily mileage log explaining any mileage.

- ***Under no circumstances are assigned vehicles eligible to be driven home overnight on a daily basis when the one-way distance exceeds fifty (50) miles.***

## **E. University Shared or Motor Vehicle Pool Cars**

The University may allow an employee who uses a shared departmental or Motor Pool vehicle to drive the vehicle home after work hours if:

- An employee must travel directly to a remote site (of sufficient distance for the employee to be on travel status) from his/her home the following morning, or the employee will suffer great inconvenience by having to drop a vehicle off at his/her office at the end of a work day during which the employee has used the vehicle in an authorized manner.

## **F. Contract Drivers**

Contractors are not authorized to drive University vehicles except when specifically authorized by State of Georgia laws. Since being an independent contractor entails using one's own tools rather than the client's, requiring contractors to use their own vehicles should not be an issue. More importantly, University insurance is limited to University officers and employees, and independent contractors are specifically excluded from the definition of the "state officer and employee." The only exception is certain non-profit contractors authorized by O.C.G.A. section 45-9-42 and in these limited circumstances there must be a written contract outlining the scope of the non-profit contractor's use of the vehicles and the premium that has been paid for the insurance provided.

## **V. Record-Keeping Requirements**

The justification for each vehicle assignment must be documented and approved by the Vehicle Policy Enforcement Committee (VPEC) using Form MV-1 as previously noted. Each MV-1 form must be signed and certified by the Transportation Director, or other VPEC lead committee member in his/her absence. Justification for an employee to drive a vehicle home on a routine basis must also be documented on this form. A copy of this completed form shall be filed in a master vehicle file (to be retained by the Transportation Director on behalf of the Committee) and in the assigned individual's personnel file. This form is to be resubmitted on an annual basis. Failure to annually update this form can result in the immediate suspension of the authorization until the MV-1 is submitted and approved.

**A. For each vehicle the University owns that is not confined to campus areas** (see paragraph following for full definition), the VPEC is responsible for ensuring that an internal form is completed monthly for each vehicle identifying:

- The vehicle and assigned driver, if any;
- University and personal (including commuting) mileage driven daily;
- Locations of beginning and ending stops made daily (not intended to include routine maintenance or enforcement stops);
- Beginning and ending odometer readings for the month that should tie back to the usage previously noted and
- Number of commuting trips made daily.

For purposes of this policy, mileage by employees whose assigned duties require them *routinely to drive to different sites (off University property)* is considered

to be University business mileage. This mileage, however, must be accounted for on the form with the vehicle.

For vehicles, which are *typically confined to campus areas*, except for trips required for fuel and maintenance and is NOT used for commuting, only summary mileage and cost information must be maintained monthly.

Forms to be utilized can be found in the Georgia Fleet Management Manual, including Form C-1 for Pool Vehicles, and Form C-2 for Monthly Assigned Vehicles. Each individual assigned a vehicle will maintain this form and turn into the Transportation Director by not later than the 5<sup>th</sup> of the following month. For Shared Vehicles, the Department Director/Manager/Vice-President is responsible for ensuring that the form is maintained and turned in not later than the 5<sup>th</sup> of the following month. Completed forms for each vehicle shall be maintained in the vehicle's file, which are held by the Transportation Director.

## **B. Maintenance, Fuel Card, and Insurance Information**

DOAS provides guidelines in its Fleet Management Manual for agencies to follow in maintain their vehicles. The University, as a state agency, is required to follow these guidelines.

Each vehicle must have *a maintenance record, a fuel card, and an insurance card within the vehicle to be used only for that vehicle*. Copies of these records will be provided on a semi-annual basis to the Transportation Director for the Vehicle Files. Additionally, the Transportation Director or any member of the VPEC may *audit a vehicle at any time* to ensure that these records are being maintained within the vehicle. At least once annually the VPEC will review all vehicle records to ensure that the University is maintaining the appropriate records for each vehicle owned.

All fuel will be purchased using the *state fuel card provided by Department of Administrative Services (DOAS) unless procured from a bulk site* operated by a state agency. Gasoline powered vehicles will use only regular unleaded 87 octane fuel. Higher cost/grade fuel will be used only if required by the vehicle operations manual provided by the manufacturer for that vehicle. At no time should fuel products for any other vehicle/use be charged to a fuel card issued for a specific vehicle. *Each driver (by name) will be assigned a specific individualized Personal Identification Number (PIN)*. This PIN can be used by the individual with any card on the account, including shared or pooled vehicles which have a fuel card per vehicle. Generic PINs are prohibited (such as one PIN for an office/department). Separate fuel cards will be obtained for other power equipment needs such as (lawn mowers, utility vehicles, pressure washers, etc.). **State fuel cards will be used only to purchase fuel for state vehicles.** Using the state fuel card to purchase fuel or services for a private vehicle is prohibited. Other than fuel, only wiper blades, light bulbs, and consumable maintenance items, such as fluids to top off as needed will be charged on fuel cards. If a card is lost or stolen, it should be reported to the Unit Supervisor immediately who is responsible for notifying the Transportation Director. Supervisors are also responsible for immediately reporting any terminations of employees who have been issued a pin for State vehicles. The Transportation Director will cancel the pin and/or card immediately upon notification.

*Violations regarding the use of state fuel cards may result in the immediate termination of the employee.*

### **C. DOAS Records Repository**

The DOAS will establish and maintain a centralized repository containing in addition to the title, information on the purchase, assignment, operation, use, maintenance, service, repair, fueling and final disposal of all motor vehicles operated by the University in compliance with DOAS Policy No. 10. Where appropriate, these records will be stored and maintained in electronic format. The Transportation Director, in conjunction with other University departments, shall provide all information required to establish and maintain such a centralized repository in a format to be determined by the DOAS. (It should be noted here that the DOAS has a fleet software package that the University comply with and it is the responsibility of the University to ensure such compliance). Information provided to the DOAS should, when applicable, be the same information residing on the University's financial accounting system and will be in a suitable format to allow analysis of vehicle utilization, operating costs, compliance with applicable policies, rules and regulations, and to provide for appropriate management decisions relating to operating and funding of the University's fleet of motor vehicles.

In addition to electronic and written documentation held by the DOAS, the University shall maintain a file which will identify every vehicle it owns to include:

- Registration;
- Emission control inspection;
- Maintenance records;
- Physical location of the vehicle; and
- Other legal documentation.

The University is required to identify all University business miles driven and all personal miles driven; identify all incidents of commuting use; identify relevant costs associated with vehicle maintenance and operations, and otherwise comply with all provisions of DOAS Policy No. 10.

**VI. Purchase, Operation, and Disposal – Refer to Section II, DOAS, Policy No. 10, for guidance.**

### **VII. Risk Management (Accident Reporting)**

DOAS provides guidelines in its Fleet Management Manual for agencies to follow regarding Risk Management. Included in this section (Section 7) is the following requirements regarding **Accident Reporting**:

#### **A. Actions at the Time of an Accident**

Whenever an accident occurs that involves a University vehicle or a non-University vehicle that is being used on University business, the employee should:

- Assist the injured.
- Report the accident to the police immediately.
- Report the accident to your supervisor immediately.

- Report the accident to the Claims Reporting Hotline at 877-656-RISK (7475) as soon as possible. In no event should reporting the accident be delayed beyond 48 hours.
- If the accident involves a non-University vehicle being used by a University employee in the performance of their duties, the accident should also be reported to the vehicle owner's personal auto insurance company.
- State agencies participating in the contract maintenance program should call the maintenance contractor using instructions with the vehicle.

If another person or another person's property is involved, contact the Claims Reporting Hotline at 877-656-RISK (7475) regardless of fault.

Irrespective of fault, vehicle accidents resulting in *serious injuries or death* must be reported to the University Risk Coordinator (the Internal Auditor serves in this capacity) and called into RMS immediately at 404-656-6245 (24/7). Describe the matter as "serious" requiring immediate action.

At the accident scene, the employee should obtain as much of the following information as possible and put into a brief narrative:

- Description of the accident including the date, time and location of the accident.
- Weather conditions.
- Traffic conditions.
- Diagram and written description.
- Photos of all vehicles involved showing any damages, physical surroundings, etc.
- Policy authority(ies) investigating and their accident number.
- Driver name and license information, including a full description of the University vehicle (license, VIN, etc.) and any other State of Georgia vehicle information if applicable.
- Owner and insurance information if a non-state vehicle is involved and any other driver information such as licenses and insurance of other vehicles.
- Description of other vehicles involved including tag, VIN, etc.
- Employee's specific duty being performed at the time of the incident.
- List all injured parties, their apparent injury, address and phone numbers if possible.
- List all know witnesses and their address and phone numbers.
- Any other driver, passenger, or witness information that may be pertinent.

Employees are not permitted to and shall not express opinion as to fault or liability, agree to any settlements, or sign any documents other than those required by policies authorities, the University's insurance carrier, or applicable laws.

(Section 7 of the Georgia Fleet Management Manual also includes information related to Worker's Compensation, Rental Car Insurance, and the Report My Driving program among other Risk Management issues and should be consulted for further guidance in these areas.)

## VIII. University Motor Vehicle Pool

Due to the limited number of pool vehicles, Savannah State University may not be able to provide vehicles at every request. However, in order of precedence you should 1) utilize a personal vehicle if desired or an assigned vehicle when possible, 2) use a pooled vehicle, or 3) utilize a rental vehicle under the State contract. Because it is more cost effective for the University, ***policy requires that you request a vehicle from the Motor Vehicle Pool BEFORE you can use a rental vehicle.*** (This does not apply when a vehicle is rented at a travel destination. For example, if you are traveling to Washington, DC, by air for University business, you must still put in a requisition for a rental vehicle at the destination.)

**Personnel utilizing the University Motor Vehicle Pool must be an active non-student employee and be at least 18 years of age. Please note that only employees with a properly approved Authority to Travel form as required by the State and other supporting documentation, such as a driver's license, are allowed to receive travel benefits and utilize the Motor Vehicle Pool.** Graduate students that are employed by the University and have a valid Driver's License on file may be allowed to drive (and must be put on the form with their Driver's License number and Employee ID), but will not be allowed to check out a vehicle. The non-student Personnel checking out the vehicle must be with the vehicle at all times, however, and assumes the risk by allowing a graduate student to assist with driving. **As with all University/State vehicles, pooled vehicles may not be used for personal business or pleasure. Employees utilizing the University Motor Vehicle Pool must have read and understood the complete University Vehicle Usage Policy and will sign an agreement to that affect (Driver Acknowledgement Form) before a pooled vehicle can be assigned.**

Other safety and maintenance issues to be mindful of when utilizing a Vehicle from the University Motor Pool:

- Refer to Section VII of this policy for what to do in case of an accident. If an accident is found to be the fault of the operator, permission to drive in the future may be terminated.
- Total occupancy in Pooled Vehicles may NOT exceed the number of seat belts. In the interest of safety and the protection of lives and property, there is an Executive Order in the State of Georgia requiring the use of seat belts in all State-owned vehicles. Seat belts are REQUIRED to be worn by EVERY PERSON in the vehicle.
- Smoking is not allowed in any University vehicle.
- Baggage and equipment should be kept in the trunk, cargo area, or as far back as possible to prevent them from becoming dangerous projectiles.
- There should be no loud music, throwing of objects, or other driver distractions. Mobile telephones may only be utilized if hands free.
- Turn and lane change signals must be used to signal the driver's intention.
- The driver must slow down and use caution when driving over speed bumps or pot holes. A van should be brought to a complete stop before proceeding over a speed bump. This will avoid damage to University Vehicles as well as preventing jolts to passengers in the rear of the vehicle where the jolt is five times greater than in the front.
- A majority of vehicle accidents happen while traveling in reverse. Avoid backing when possible, such as using pull-through lanes, and when reverse travel



is necessary proceed slowly and use the assistance of your passengers. Whenever possible, use a ground guide to assist you while backing.

- If it is raining it is recommended that you lower your driving speed under the posted limit. Roads are most slippery due to surface oil and grease at the start of the rain. Speed should also be reduced if there are strong winds which can make driving difficult. During adverse conditions, the driver should have both hands on the steering wheel and be alert for other vehicles. The driver may opt to pull over until adverse conditions have passed.
- Do not remove any seats from vehicles that have removable seats due to liability issues.
- Non-university equipment, such as car top racks and trailers, are not to be used with Motor Pool vehicles. Additionally, no personal equipment (stereo systems, etc.) are to be attached to the vehicle.
- The person checking out the vehicle is personally responsible for any parking or traffic violations.
- Any person found utilizing a vehicle improperly may have their privilege to drive pool vehicles revoked by the Vehicle Policy Enforcement Committee at the recommendation of the Transportation Director.

The Auxiliary Services Parking and Transportation Office is open from 8:00AM to 5:00PM Monday through Friday, excluding holidays. All reservation requests must be made during these hours. Requests made after these hours will be filled the next business day.

Vehicles are issued on a first come, first serve basis. Departments and employees should anticipate their needs in advance and make early reservations. Sharing a vehicle is strongly encouraged for employees traveling to the same destination. Should a vehicle not be available, the Parking and Transportation Office will forward all paperwork to the Procurement Office. The Procurement Office will procure a state contract vehicle and provide the information to the employee. (It is not necessary to do a requisition for vehicles requested from the Vehicle Pool which are forwarded to Procurement.)

Drivers of Motor Pool vehicles must be employees of the University. To request a vehicle, the employee must submit the following:

- Approved Travel Authorization
- Motor Pool Vehicle Request Form
- Driver Acknowledgement Form

These forms are available from the Auxiliary Services Parking and Transportation Office or on the Vehicle Reservation website. ***When requesting a Pooled Vehicle for the first time, the employee must also request a fuel PIN (personal identification number) at the top of the Motor Pool Vehicle Request Form. This PIN can be used with the fuel card assigned to the Pooled Vehicle.***

Ensure that the Driver's License number and Employee ID number is listed for everyone who may be driving the vehicle on the Motor Pool Vehicle Request Form. However, please note that the Employee checking out the vehicle is responsible for staying with the vehicle at all times, ensuring that the procedures and requirements of this Vehicle Policy are followed by all, and turning in the vehicle along with the keys and required documentation.

### **Motor Pool Vehicle Cancellation**

When departments determine they no longer need to use a vehicle previously scheduled, the department is responsible for notifying the Motor Pool Coordinator in a timely manner during normal business hours. **If the Motor Pool does not receive a 24-hour notice and the vehicle cannot be reassigned, a cancellation fee of one day's vehicle rental will be assessed to the department.**

### **Fuel Card**

A fuel card will be provided for purchases such as gas, oil and windshield wipers, etc. ***Do not use the fuel card in any vehicle except the one to which it is assigned. Using the fuel card for personal reasons are grounds for immediate dismissal.*** All vehicles will use only regular unleaded 87 octane fuel. This gas card is valid at most major gas stations. At the service stations, ***look for the Wright Express logo sticker on the gas pump, or ASK if they accept the card BEFORE refueling.*** There is a list of gas stations accepting the Wright Express card in the packet in the glove compartment.

Each driver (by name) will be assigned a specific individualized Personal Identification Number (PIN). This PIN can be used by the individual with any card on the account. If a card is lost or stolen, it should be reported to the Motor Pool Coordinator immediately. ***Upon return of the vehicle, the driver must return all Fuel Card receipts along with the key to the vehicle in the envelope provided.***

### **Check-out a vehicle**

Motor Pool vehicles are parked in the lot located on the east side of Evers Physical Plant building. They ***must be checked out between the hours of 9:00 a.m. until 11:00 a.m., or between the hours of 2:00 p.m. until 4:00 p.m.,*** Monday through Friday, except holidays. When it is time to pick up your vehicle be sure that:

- You have a valid driver's license.
- You bring the approved Vehicle Reservation Form for the trip. The Motor Pool has a record of the approved Travel Authorization Form for the trip.
- Upon receipt of the vehicle, check for any damage and ensure that the vehicle has been fueled. If any damage is noted prior to departure, it must be indicated on the Trip Ticket that will be provided to you by the Motor Coordinator.

***NOTE: Departments are responsible for any damages upon return of the vehicle if not noted on the Trip Ticket prior to departure. Departments and users accept responsibility for all repairs where they are found "at fault" and the repair is not fully covered by University insurance reimbursement. The Department will be charged and it is the Department's responsibility to ensure that the employee responsible is held accountable.***

- Additionally, the driver should conduct a preventative and safety check (i.e., seat belts, maintenance lights, gauges, etc.) of the vehicle prior to departure and note to the Coordinator any issues.

After receiving the keys for a vehicle from the motor pool, check the packet for the following documents:

- Fuel Card
- Insurance Card
- Motor Pool Procedures
- Driver Notification Form to report any vehicle incidents, tickets, etc.
- Vehicle Maintenance Record, which must always stay with the vehicle
- An ***Envelope for Key Return and Fuel Card receipts.***

## **Returning a vehicle**

Vehicles may be returned to the lot on the side of Evers Physical Plant building *between 7:00 a.m. and 5:00 p.m.*, Monday through Friday, except holidays. If after 5:00 p.m. and the lot is closed the vehicle should be parked in front of the building and not driven home. When you return the vehicle make sure that:

- The gas tank has been filled immediately prior to returning the vehicle. If it has not, an additional charge for gas and labor will be assessed to the department to refuel the vehicle.

If the Motor Pool Coordinator is not available to turn in the vehicle to, then:

- Park the vehicle in the Motor Pool lot located on the side of Evers Physical Plant.
- Enter the return date and ending odometer reading on the Envelope provided.
- Note any problems with the vehicle on a separate sheet of paper to include in the Envelope and contact the Auxiliary Services Parking and Transportation Office at 358-3109 to alert them of any mechanical problems you encountered on the trip as soon as possible.
- Make sure all garbage, debris and personal belongings have been removed.
- Turn off the lights, close and lock all windows and doors. (Leave the fuel card in its envelope in the locked vehicle.)
- Place the *keys and fuel card receipts* in the extra envelope and deposit it in the drop box located at the front of the lot.
- If the vehicle is returned significantly unclean or there are odors (i.e., smoking, spoiled food) present the Department will be assessed a \$25 cleaning fee plus any additional specialized cleaning costs that are incurred.

## **Driver Responsibilities**

Drivers of Motor Pool vehicles represent the University community to the general public and are expected to drive defensively, be courteous and obey all traffic laws. In addition, drivers are responsible for:

- Ensuring all passengers, including the driver, use seat belts.
- Not allowing smoking or alcohol consumption in the vehicles.
- Not allowing pets or animals of any kind in the vehicles.
- Locking the vehicle when not in use.
- Paying any traffic or parking fine resulting from driver negligence.
- Checking all gauges and heeding all warnings if indicated during your trip.
- Reporting all accidents and damage to the vehicle to the Motor Pool Coordinator.
- Returning vehicles to the appropriate location on time and in a clean and presentable condition.
- Notifying the Motor Pool Coordinator if the vehicle cannot be returned on time.
- *Understanding and following the Savannah State University Vehicle Usage policy and ensuring that all other passengers or drivers of the vehicle do the same.*

## **Procedures for Motor Pool Staff**

Check-list for staff for when a vehicle is picked up:

- Go over the vehicle with the customer and note any issues on the Trip Ticket,
- Make sure the fuel card is in the glove compartment,
- Make sure the insurance card is in the glove compartment,
- Make sure the accident procedures information is in the glove compartment,
- Verify the expected return time of the vehicle

- Ensure odometer readings are noted on the Trip Ticket as well as any other pertinent information,

Check-list for staff for when a vehicle is returned

- Go over the vehicle with the customer and note any issues on the Trip Ticket that were not reported prior to the Trip,
- Make sure all documents are still in the glove compartment, including the maintenance record,
- Make sure the gas tank is full and note on the Trip Ticket if not (if not, the department will need to be charged),
- Clean the inside and outside (if practical).
- Check to see if any maintenance needs to be performed before the next trip,
- Ensure that the key, the fuel card, and the fuel card receipts are turned in.

The Parking and Transportation staff are further responsible for maintaining appropriate documentation related to charge backs to the departments for vehicle usage, fuel, and other items. The information for the chargebacks must be provided to the Senior General Ledger Accountant in the Comptroller's Office by not later than the 3<sup>rd</sup> working day of the next month for all information up to and including trips ending by the last day of the prior month. The Transportation Director and the Senior General Ledger Accountant will meet periodically and resolve any accounting differences. All charges will be booked to the departments under their travel budgets.

The Transportation Director can access all activity on the fuel cards associated with each vehicle as well as associating each transaction with the individual by their assigned pin number. Auditable records will be maintained on usage of all vehicles in the Motor Pool. Any questionable acts will be immediately reported to the Comptroller, who will review and determine whether the action needs to be turned over to Public Safety and the internal auditor. The Transportation Director will also maintain all fuel card receipts and compare these to the Motor Vehicle Record for each of the pooled vehicles. Any fuel card charges that were not supported by a valid receipt will be reported to the Accounts Payable Supervisor, Comptroller's Office, who will ensure that travel reimbursements were not issued to personnel for these receipts. All fuel card receipts are to be turned into Transportation Director to support the department charge back. Receipts for fuel cards are NOT to be retained by the driver and are ineligible for expense reimbursement.

***Violations regarding the use of state fuel cards may result in the immediate termination of the employee.***

***Please refer to Section V, paragraph B, entitled "Maintenance, Fuel Card, and Insurance Information" for additional clarification on the use of fuel cards.***

## IX. University Responsibilities

- A. **University Employees** – All University employees who drive a University vehicle are tasked with understanding and complying with this policy. Further, all motor vehicles, whether owned, leased, or rented using University funds, must be used for the *official business interests of Savannah State University, and never the personal interests of the employees*. It is the obligation of *all employees to be sensitive to their responsibility to avoid even the slightest misuse of vehicles thereby upholding public trust that good stewardship and cost saving measures are the rule, rather than the exception*. (DOAS, Policy No. 10, 1-B)
- B. **University Managers/Supervisors** – All University managers/supervisors must ensure compliance with policy, including reviewing duties with new employees as related to this policy as well as all other departmental policies and procedures.
- C. **Comptroller** – The Comptroller is responsible for the development and updating of this policy as necessary in coordination with the Vehicle Policy Enforcement Committee, and in compliance with all relevant State of Georgia DOAS, University System of Georgia, and other applicable laws, policies, and procedures.
- D. **Human Resource Director** – The Human Resources Director is responsible for ensuring that employees’ rights are considered in all issues, maintaining the appropriate documents within the personnel files, ensuring that appropriate documentation is provided in a timely manner to the related administrative functions, and to ensure that all new employees are aware of this policy and provide the appropriate documentation in a timely manner to ensure compliance. The Human Resource Director generally serves as the Chair of the Vehicle Policy Enforcement Committee, unless she/he designates either the Chief of Public Safety or the Transportation Director to serve in her/his absence. The Human Resources Director ensures overall compliance with this policy and helps to ensure that appropriate education, training, and other personnel actions are carried out.
- E. **Chief of Public Safety** – The Chief is responsible for overall public safety of both employees and students on campus. In that capacity, and as senior law enforcement officer, it is his/her duty to ensure compliance with this policy as it relates to the law. The Chief also supports the personnel function of the Human Resources Director through obtaining essential documentation or background information on related incidents, maintaining a safe work and student environment, and requiring that employees comply with the applicable laws, as well as policies and procedures. The Chief also ensures that the appropriate education, training, and other actions are taken regarding violations of this policy and as regards the safety of all University personnel.
- F. **Transportation Director** – The Transportation Director will be responsible for the reservation system, condition assessments, reporting issues, and establishing the applicable department charge rates, among other items, for the Motor Vehicle Pool. (See the Motor Vehicle Pool section of this policy.) Additionally, he will be responsible for ensuring that this policy is complied with when it comes to the Motor Pool; specifically, he will be charged with ensuring that “disqualified drivers” are not allowed to utilize vehicles from the Motor Pool.
- G. **The Vehicle Policy Enforcement Committee** is responsible for developing guidelines in conjunction with the Personnel Manual and enforcement of this

policy as approved. The VHEC will report any changes that need to be made to this policy to the Comptroller for revision. The Comptroller maintains this written policy and, as such, cannot be a member of the Vehicle Policy Enforcement Committee.

## **X. POLICY VIOLATIONS**

Generally, policy violations should be reported to the Human Resources Director immediately along with the appropriate documentation to follow in a timely manner. The Human Resources Director will be responsible for ensuring that the Chief of Public Safety, the Transportation Director, and the Internal Auditor (for purposes of risk management) are notified in a timely manner as the issue dictates. When feasible, issues will be discussed and appropriate disciplinary action recommended through the Vehicle Policy Enforcement Committee. However, this policy recognizes that the Human Resources Manager and the Chief of Public Safety must react in a timely manner when there are safety and legal concerns involved. The Human Resources Director, along with the Chief of Public Safety when required, will also ensure that all violations are handled in compliance with all applicable laws, as well as Georgia Department of Administrative Services, University System of Georgia, and Savannah State University policies and procedures.

*Policy Revision for Pooled Vehicles, Section VIII, submitted for Cabinet review, November, 2011.*