



Policy Statement

Driving a University vehicle is a privilege. The driver assumes the duty of obeying all motor vehicles laws, maintaining the vehicle properly at all times, and following this vehicle policy in all respects.

Vehicle Policy Purpose

College of Sciences – Unit/School Vehicles are to support Unit/School business activities. These vehicles shall be operated only by University employees and students specifically authorized by each unit or school. In all cases, these vehicles are to be operated in strict compliance with motor vehicles laws of the jurisdiction in which they are driven and with the utmost regard for the care and safety of all drivers, passengers and the public.

COS/Unit vehicles are only to be used for official University business...They may NOT be used for personal business

Driver Responsibility

Each driver is responsible for the possession, care and use of the University vehicle he or she is driving. Therefore, the driver's responsibilities include but are not limited to the following:

1. Each Driver will complete and have on record in the Unit, a Driver Registration Form
2. Vehicle Fueling Options (Can Have One or Both Options)
 - a. Intended for Vehicles which are operated primarily "Off Campus": Driver should have a Voyager Gasoline Credit Card. Each driver assigned to drive a University vehicle is responsible for the control and appropriate use of the Voyager Gasoline Credit Card. **Each credit card is assigned to a specific vehicle and is to be used exclusively for gasoline purchase for that vehicle.** For shared Departmental vehicles, legible copies of all Voyager gasoline receipts must be saved in zipper pouch within vehicle book. For specific researcher vehicles that have a designated voyager card, your receipts should be maintained for a period of 3 years. See the Voyager Gasoline Credit Card Web site for specific policies on use: <https://fa.ucf.edu/wp-content/uploads/sites/2/BPCW-TP-217-Voyager-Campus-Wide.pdf>
 - b. Intended for Vehicles which are operated primarily "On Campus": The Unit should obtain a "Fuel Key" from Facilities Operations which allows for the use of on campus fueling at Physical Plant. Use the following link to request an On-Campus Fuel Key <http://fo.ucf.edu/sites/default/files/pictures/UCFFuelKeyRequest.pdf>

3. All Vehicles are required to have a current copy of the State Vehicle Liability Insurance Certificate in the vehicle at all times. This policy is updated each July 1st, requiring that a new copy of the certificate be downloaded and placed in the vehicle folder each year. You can obtain a copy of the latest Liability Policy Certificate at the following website:
<http://ehs.ucf.edu/insurance/inscertificates.html>
4. All vehicle operators are required to keep a Vehicle Usage /Trip Log. Vehicle Logs are located in the vehicle folder you receive when you check out a vehicle and are to be completed for each usage/trip for the vehicle. Each unit should periodically audit these logs to ensure that drivers are completing them as required.
5. Report all potential problems with the University vehicle. Any concerns should be written on the Vehicle Return Ticket and turned in to the vehicle contact person immediately for follow-up action.
6. Operate the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, or neglect of the vehicle.
7. Obey all traffic laws. **Any tickets, citations and/or summonses are the sole responsibility of the driver.**
8. Use of seat belts and shoulder harnesses are mandatory for the driver and all passengers.
9. Vehicles should not be operated with any defect that would prevent safe operation. Any such defect should be reported and resolved before use of the vehicle.
10. Use safe driving techniques and adhere to current safety requirements.
11. Restrict the use of vehicles to authorized driver only.
12. Report the occurrence of moving and non-moving violations.
13. Accurate, comprehensive and timely reporting of all accidents and thefts of a University vehicle.

Accidents Involving University Vehicles

1. If anyone is injured, call for medical assistance immediately.
2. Call the police.
3. Do not admit negligence or liability.
4. Do not sign any written statements.
5. Do not attempt any settlement, regardless of how minor.
6. Get name, address and phone number of injured person(s) and any available witness(es). Exchange vehicle identification, insurance company name and policy number with the other driver.

7. Investigate the extent of damage to the University vehicle. Take photographs of the scene of the accident if possible [e.g., use phone camera]
8. DO NOT LEAVE THE SCENE OF THE ACCIDENT IF THERE ARE INJURIES.
9. Cooperate fully with law enforcement authorities.
10. Complete the accident report form located in the vehicle folder.
11. Turn all information over to your unit chair/director within 24 hours.
12. Any situation that involves damage must be reported.

Unit Contact Information in Case of Accident or Emergency

Unit Chair: Graham Worthy
Phone: 407-823-1333

Unit Vehicle
Contact Person: Samantha Mason
Phone: 407-823-2913

Email: BioVehicles@ucf.edu

Work Control (for after-hours emergencies / accidents): 407-823-5223

Preventable Accidents

A preventable accident is defined as any accident involving a University vehicle, which results in property damage and/or personal injury, and in which the driver failed to exercise every reasonable precaution to prevent the accident.

Examples of preventable accidents:

1. Following too close
2. Driving too fast for conditions
3. Failing to observe clearances
4. Failing to obey signs
5. Improper turns or lane changes
6. Failing to observe signals from others drivers
7. Failing to reduce speed
8. Improper parking
9. Improper passing
10. Failing to yield
11. Improper backing
12. Failing to obey traffic signals or directions
13. Exceeding the posted limit

Smoking Policy: **Smoking in vehicles is prohibited.**

Eating and Drinking: Eating and drinking in the vehicles is strongly discouraged.

Miscellaneous Items

All drivers are responsible for returning borrowed vehicles to a permitted parking space in designated parking lots. You should make all attempts to return the vehicle to the lot where you picked it up. **Costs incurred due to vehicles parked in unauthorized parking spaces will be the responsibility of the authorized driver.**

Parking for State-Plated Biology Department Vehicles:

Physical Science Lot (C3): A department vehicle with a state plate can be parked in any **unmarked** parking space without the need for a UCF parking permit. If an unmarked space is not available at your arrival, you may use the Biology Department's reserved spaces labeled "BIO" located in fourth row from building. As a last resort, you may park in the 4th row in a space labeled "SERVICE VEHICLE". You are **NOT** permitted to park in the "SERVICE VEHICLE" spaces in the last row of the Physical Science Lot (C3)

Biology Field Building: Any space, do not block service bays.

Other Lots: Any Space, including "SERVICE VEHICLE". **Please avoid parking in other lots.**

In all cases, please denote on the Vehicle Return Ticket the location of the returned vehicle.

Preventive Maintenance Program

The COS Vehicle Policy requires that all state vehicles be on Preventive Maintenance Program. The Unit Chair or their designee is responsible for ensuring that necessary vehicle maintenance is completed for all vehicles. The Unit will keep a Vehicle Maintenance Log to record all maintenance of its vehicle(s).

Under no circumstance should units ignore Vehicle Maintenance checkups. Ignoring such maintenance is a safety issue that could result in a serious accident or loss of property.

An employee operating a university vehicle is the final authority as to the vehicle's operating status. If the employee determines the vehicle is not safe to operate, the vehicle must be removed from service until the unit is repaired.

All safety discrepancies must be reported to the Unit Vehicle Contact person immediately for repair action. Under no circumstances shall an unsafe vehicle be operated. Safety discrepancies include but are not limited to:

1. Brakes
2. Lighting and signals
3. Steering
4. Fuel leaks
5. Tires
6. And any discrepancy that hinders efficient and safe operation of the vehicle

Forms

It is the Department's responsibility to ensure that each of the following documents is completed and appropriately available.

1. Driver Registration Form (Maintained with Vehicle Contact Person)
2. Current State Liability Insurance Certificate (Vehicle Folder)
3. Vehicle Usage / Trip Log (Vehicle Folder)
4. Post Trip Inspection Form (Vehicle Folder)
5. Accident Report Form (Vehicle Folder)
6. Vehicle Maintenance Log (Maintained with Vehicle Contact Person)
7. Voyager Receipts (Retained by Vehicle Contact Person for a period of 3 years)