

## College of Sciences Policy

<b>SUBJECT:</b>  State Vehicle Use	<b>Effective Date:</b>  02/2018	<b>Policy Number:</b>  COS002-2.2	
	<b>Supersedes:</b>  COS002-2.1	PAGE 1	OF 4
	<b>Responsible Authority:</b>  Dean		

### 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
  - a. a. *The primary, recommended option from UCF Finance & Accounting for fueling State Vehicles for primary off campus use is to use a UCF P-Card.* (Voyager Cards are still active although no longer the recommended means to pay for fuel for State Vehicles).
  - b. b. For Vehicles that are operated primarily "On Campus", the Unit can obtain a "Fuel Key" from Facilities Operations that allows for the use of on campus fueling at Facilities. Fuel keys are now ordered through the Keys System in PeopleSoft, by your departments Key Manager/Security Access Representative (KMSAR).
3. All Vehicles are required to have a current copy of the State Vehicle Liability Insurance Certificate in the glove compartment. This policy is updated on a yearly basis [July 1], requiring that a new copy of the certificate be downloaded and placed in the vehicle each year. You can obtain a copy of the latest Liability Policy Certificate at the following website: <http://www.ehs.ucf.edu/insurance/FleetAutomobileLiability.pdf>

4. All vehicle operators are required to keep a [Vehicle Usage and Trip Log](#). Vehicle Logs are located on a clip board on the front seat or in each vehicle glove compartment 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 [State Vehicle Post Trip Inspection](#) form located with the Usage/Trip Log and turned in to the Vehicle Contact person immediately for followup 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(s) 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 [EHS Automobile Accident Procedure](#)**

1. If anyone is injured, call for medical assistance immediately.
2. Call the police.
3. Do not admit negligence or liability. Do not sign any written statements.
4. Do not attempt any settlement, regardless of how minor.
5. Get name, address and phone number of injured person(s) and any available witness(es).
6. Exchange vehicle identification, insurance company name and policy number with the other driver.
7. Investigate the extent of damage to the University vehicle.
8. Take photographs of the scene of the accident if possible (e.g., use phone camera)
9. DO NOT LEAVE THE SCENE OF THE ACCIDENT IF THERE ARE INJURIES. Cooperate fully with law enforcement authorities.
10. Complete the [Accident Report form](#) located in the glove compartment.
11. Turn all information over to your unit chair/director.
12. Any situation that involves damage must be reported to your unit chair/director .
13. Unit Emergency Contact Phone Information in case of accident:  
Unit Chair: \_\_\_\_\_  
Unit Vehicle Contact Person: \_\_\_\_\_

#### **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 other 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 speed limit

Smoking Policy:

Smoking in the vehicles is prohibited.

Eating and Drinking:

Eating and drinking in the vehicles is strongly discouraged.

Miscellaneous Items:

All drivers are responsible for returning the vehicles to its official location. Any change of the location should be shared with the Fleet Supervisor.

**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 and Repair 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

#### STATE VEHICLE ATTACHMENTS

• **Introduction:** *In order to implement the COS State Vehicle Use Policy, the following steps should be taken by each Department/School which operates State Vehicles:*

- Identify a “Vehicle Contact Person” in the department [or Chair] who will maintain vehicle related documents and serve as an emergency contact.
- Distribute a copy of the Policy to all vehicle drivers and require them to read and follow. Also place a copy in each vehicle (glove compartment).
- Have each driver complete a [Driver Registration Form \(Attachment 1\)](#) and give completed forms to the Vehicle Contact Person to maintain
- It is the Unit/School’s responsibility to ensure that each of the following documents are completed and located/maintained in the State Vehicle as Indicated —see attached below:
  - Current [State Vehicle Liability Ins Certificate \(Attachment 2\)](#) or can download current form from: <http://www.ehs.ucf.edu/insurance/FleetAutoLiability2014.pdf>
  - Provide the Vehicle Contact Person or other Designated Individual with the [Vehicle Usage and Trip Log](#) and [Vehicle Maintenance and Repair Log \(Attachment 3a & 3b\)](#) – TO BE COMPLETED FOR EACH TRIP TAKEN
  - [State Vehicle Post Trip Inspection](#) form (Attachment 4) -TO BE USED IF THERE IS AN IDENTIFIED VEHICLE PROBLEM
  - [Accident Report Form \(Attachment 5\)](#) – TO BE COMPLETED IN CASE OF AN ACCIDENT
  - The [Vehicle Maintenance and Repair Log](#) is to be kept by the Vehicle Contact Person for each vehicle in the fleet.
  - The [EHS Automobile Accident Procedure](#) is to be kept on file and followed in the event of an accident

#### FORMS

[Driver Registration Form](#)

[State Vehicle Liability Ins Certificate](#)

[Vehicle Usage and Trip Log](#)

[Vehicle Maintenance and Repair Log](#)

[State Vehicle Post Trip Inspection](#)

[Accident Report Form](#)

[EHS Automobile Accident Procedure](#)