



Motor Vehicle and Fleet Management Policy and Procedures

Facilities Management

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**Delta State University
Transportation Procedure Guide**

I. GENERAL

A. Purpose

The purpose of this manual is to promote the safe and authorized operation of DSU vehicles and to ensure employees and students are offered the highest standard of safety when on approved travel.

B. Application

These procedures are applicable to the use of all DSU vehicles.

C. Enforcement

An employee failing to comply with these procedures may lose authorization to drive a vehicle.

II. VEHICLE USE

B. Vehicle Check Out Process

1. Vehicle Request

- a. Employee requesting a vehicle completes the Travel Authorization form and provides resulting encumbrance number to Facilities Management (FM).
- b. FM completes a Vehicle Reservation Form (VRF) with the department information and encumbrance number and reserves a vehicle for the trip requested.

2. Vehicle Issuance

- a. Facilities Management retains the processed VRF form until departure.
- b. Vehicles obtained and returned during normal working hours will have keys available in Facilities Management for departure. Vehicles must be returned to FM upon return to campus.

- c. Vehicles obtained or returned before or after normal working hours will obtain or return keys at FM. Vehicles are not permitted to be kept at a private residence for personal use.
 - d. Once vehicles have been returned, FM verifies mileage and calculates actual cost and mileage.
 - e. Once cost and mileage have been verified, the VRF is forwarded to Finance & Administration for department charges and entered into the accounting records.
3. Vehicle Change/Request for Cancellation
- a. In the event of a change in usage date or request for cancellation, the using department must notify FM so that a revised VRF can be issued.
 - b. Vehicles will be issued on a first come first serve basis.
4. Employee Approval
- a. Qualifications
 - (1) Only DSU employees conducting official university business are allowed to drive university vehicles. The employee must present a current drivers license valid for the class of vehicle to be operated. The employee must meet all other requirements set out in the DSU Motor Vehicle Procedure Guide.
 - (2) Departments with assigned vehicles - Enrollment Services, the Police Department, Office of Information Technology, Athletics and Facilities Management - must verify that all employees driving assigned vehicles have a valid drivers license.
 - b. Disqualifications
 - (1) An employee will not be given permission to operate a vehicle if he/she does not meet or exceed the stated qualifications.
 - (2) An employee will not be given permission to operate a vehicle if he/she has had any of the following major driving violations in the last 5 years:
 - (1) Driving under the influence of alcohol and/or drugs
 - (2) Driver's license revoked or suspended and/or driving with a suspended or revoked driver's license
 - (3) Leaving the scene of an accident
 - (4) Careless and reckless driving
 - (5) Driving on wrong side of road

- c. An employee will not be given permission to operate a vehicle if he/she has more than one (1) at fault accident in the last twelve months and/or more than two (2) at fault accidents in the last 3 years.
- d. An employee will not be given permission to operate a vehicle if he/she has 2 or more violations for running a stop sign and/or running a red light in the last 3 years.
- e. An employee will not be given permission to operate a vehicle if he/she has one at fault accident and more than one moving violation in last 3 years.
- f. An employee will not be given permission to operate a vehicle if he/she has more than 2 moving violations in the last 12 months.
- g. An employee will not be given permission to operate a vehicle if he/she has one at fault accident and one or more moving violations in the last 12 months.

5. Procedures for Vehicle Return

- a. Park vehicle in east parking lot.
DO NOT BLOCK GATES
- b. Remove keys
- c. Lock vehicle
- d. Place keys in lock box located by east entrance door

B. Pre-Approval

In order for approval to be granted for an employee to operate a vehicle, the following procedures and criteria must be compiled:

- 1. Employees must:
 - a. Read the DSU Motor Vehicle and Fleet Management Policy and Procedures manual;
 - b. Possess a valid driver's license.
- 3. Any employee approved to operate a vehicle is prohibited from operating such vehicle if the employee knows or should know that his/her right or ability to operate such vehicle is impaired, restricted, suspended or revoked.

C. Right to Deny Approval

DSU reserves the right to deny approval of any employee to use a vehicle.

1. Obligations of Employee

- a. Proper License and Authorization to Drive

The Employee must have on his/her person a current driver's license valid for the class of vehicle he/she is

operating. An employee is prohibited from operating a vehicle on behalf or for the benefit of DSU if the employee knows or should know that his/her right or ability to operate such a vehicle is impaired, restricted, suspended or revoked.

a. Seat Belts Required

Employee and passengers must use seat belts while the vehicle is in use, unless expressly excused in writing for medical reasons by a physician. Such written excuse must be filed with FM prior to use of vehicle.

c. Obey All Laws

Employee and passenger must obey all state and local motor vehicle laws. Any traffic tickets, parking tickets or other summonses, citations or violations are the personal responsibility of the employee.

d. No Hitchhikers

Transporting hitchhikers is prohibited.

e. No Drugs or Alcohol

No illegal drugs or open alcoholic beverages may be carried or consumed in vehicles. No controlled substances may be carried in vehicle unless permitted by Miss. Code Ann. Sec. 41-29-125 or otherwise authorized by law. No employee shall operate a vehicle if the employee is affected by a substance that impairs the employee's ability to operate the vehicle safely.

f. Locking Vehicle

All unattended vehicles must be locked. All unattended vehicles owned, leased or rented by DSU shall be locked.

g. Firearms and Weapons

Employees may not possess or transport firearms and/or weapons, as defined in Miss. Code Ann., Sec. 37-37-1 et al, in a vehicle while in the course and scope of their employment unless authorized by DSU.

h. Duty to Report Damage to or Malfunction of Vehicle

Upon return, the employee must immediately report in writing any conditions that the employee has reason to believe require attention (problems with brakes, steering, lights, or seat belts) to the appropriate university personnel responsible for assigning vehicles owned, leased or rented by DSU.

III. ACCIDENTS

B. Third Party Liability

Losses occurring to a third party during an employee's use of a vehicle for approved DSU business are subject to the protections provided under the MS Tort Claims Act (Miss. Code Ann., Sec. 11-46-1 et al).

B. Reporting

1. All accidents involving a vehicle must be reported to the appropriate DSU personnel and all other parties designated by DSU.
 - a. Employees involved in accidents are required to complete the Accident and Insurance Notice (AIN) procedures in their entirety while at the accident scene. The AIN can be found in the glove box of the vehicle. Completing the steps in the AIN will ensure all necessary information is gathered while it is readily available.

C. General Guidelines

1. Do not discuss the accident or incident with anyone except appropriate DSU personnel, DSU insurance carrier or designated claims personnel, or the police. Do not discuss or admit fault to anyone except DSU insurance carrier or designated claims personnel.
2. If other persons are involved in the accident, attempt to obtain:
 - names and addresses of all persons involved, i.e., passengers, vehicle owner and all witnesses;
 - names of other parties' insurance companies, policy numbers and names of policyholders; and
 - make, year and license number of all vehicles involved in the accident.
3. All accidents resulting in injury to or death of any person or property damage shall be reported immediately to the proper law

enforcement office. When in doubt, contact the local police. They will determine whether there is a reportable accident.

D. Post At Fault Accident Responsibility

An employee involved in one or more at fault accidents in a vehicle may be required to participate in a defensive driving course within 90 days of the accident.

E. Defensive Driving Course

1. All employees listed driving university vehicles are encouraged to enroll in a defensive driving course.
2. The instructor is certified by the Mississippi Safety Services, Inc., P.O. Box 1071, Clinton, Mississippi. (Provider of Safety Education and Training Distributor of the National Safety Council). Each employee listed on the University's driving list will enroll in this class annually.

F. Safety

1. University vehicles are only permitted to transport the number of passengers within the occupancy limit as specified in the vehicle operation manuals.
2. The following actions are prohibited:
 - Transporting passengers in open bed pick-up trucks;
 - Parking university vehicles near fuel tanks
 - Students driving university owned vehicles.

All drivers must be approved by Facilities Management

IV. VEHICLE RATES

A. The mileage rates for use of University vehicles are as follows:

Minivan	\$.40 per mile
15pVan	\$.46 per mile
Minimum daily rate	\$25.00

V. MAINTENANCE PROCEDURES

A. Service Request

1. Any employee using a University vehicle must complete a vehicle service form when he/she returns from a trip:
 - a. The vehicle form should be given to FM.
 - b. The vehicle form is the foundation on which all maintenance information is requested. This form is used to authorize and instruct mechanics or vendors on all repairs.
 - c. After repairs have been made, the mechanic should sign the service request form indicating that repairs are completed.

2. Vehicle Daily Preventive Maintenance Inspection

Even though sponsors are responsible for making sure that vehicles are cleaned and personal items are taken from vehicles, FM will perform a daily maintenance on all vehicles. The maintenance program includes critical checks which are needed for long-term life of a vehicle. Vehicle bodies and interiors should be maintained by the mechanics on a daily basis. The daily inspection should provide attractive, clean, and reliable service. It is the responsibility of Facilities Management to originate the paperwork to charge a department for returning an uncleaned vehicle.

3. Cleanliness of Returned Vehicle

The sponsor is responsible for making sure that the vehicle is cleaned and personal items are taken from the vehicle. The University is not responsible for stolen personal items. If the vehicle is unclean when returned to Facilities Management or University Police, an additional cost of \$25.00 is charged to the sponsoring department.

B. Scheduled Preventive Maintenance

1. A vehicle maintenance history will be maintained by Facility Management.
2. This history should be reviewed on a regular basis. Vehicle maintenance should be done on vehicles at regular intervals.
3. A vehicle master record should be kept on all vehicles.
4. The vehicle Master Record should be completed after each preventive maintenance inspection. It is the responsibility of the FM to make sure that preventive maintenance program is followed.

C. Repair to “On Road” Vehicles

1. No repairs should be made unless they are approved by the Director of Facilities Management.
 - a. If on the weekend, contact University Police Department, and they will contact the Director of Facility Management for repair authorization.

The Driver's Vehicle Condition Report should be completed before and after the use of a vehicle.