Motor Vehicle and Fleet Management
Policy and Procedures

March, 2011

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I. GENERAL

A. Purpose
The purpose of this manual is to promote the safe, legal and authorized operation of Delta State 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 Delta State vehicles, or leased vehicles for University employees, that are licensed for travel on public roads.

C. Enforcement
An employee failing to comply with these procedures may lose authorization to drive a university vehicle, especially violation of rules that result in a threat to life, violations of law, and violations resulting in collision or injury. The Delta State University Vice President of Finance and Administration will be responsible for enforcement and application of consequences.

II. MANAGEMENT

A. General
Vehicles are assigned to departments by Delta State Administration based on a case by case evaluation for need and appropriateness of the vehicles requested.

B. Motor Pool
Motor Pool vehicles are purchased as determined by need from reservation statistics. Motor Pool vehicles are assigned based on reservations made in advance according to the most appropriate vehicle available for the number of passengers travelling together. It is the policy of Delta State University that departments require ride-sharing whenever possible.

C. Vehicle Purchase
University vehicles will be purchased through Delta State Department of Finance and Administration via State Contract. All new vehicle purchases must be approved by the President or designee. A cost-benefit analysis will be conducted prior to the purchase of any vehicles.

III. RISK MANAGEMENT

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

B. Injured Employee: Worker’s Compensation

Policy Statement
All Delta State University employees are covered by the Workers’ Compensation provisions for the State of Mississippi.

Definitions
Employee: This generally includes faculty and staff employees who are working on paid appointments by the University. It generally excludes students or temporary employees. For specific information on who is considered an employee, contact Human Resources.
Supervisor: An employee designated by management who exercises major supervisory functions over another employee or employees. These functions include hiring, evaluating, assigning work, and disciplining employees.

Qualifying Job Injury: An injury in which the employee is injured during the course of their University employment.

C. University Vehicle

Damaged vehicles from vehicle accidents are evaluated by a local appraiser for the university insurance carrier. Once the appraisal is completed, the insurer approves vehicle repair and payment is made directly from the insurer to the vendor. When the insurer determines that a vehicle is totaled, the insurer arranges for disposal and a replacement vehicle is purchased.

D. Accident Reports

All accidents must be reported immediately to law enforcement and as soon as possible to the appropriate University officials and the insurer. A copy of the accident and insurance procedures notice in located in the glove box in each vehicle. (See copy of notice attached.)

Failure to timely report an accident is in violation of Delta State policy. Drivers must comply with the University Motor Vehicle and Fleet Management Policy and Procedures or their authorization to operate a University vehicle will be suspended. (See attached reporting instructions.)

The incident report received from law enforcement is used to determine whether any accident was avoidable.

The incident reports should be distributed to the DSU Police Chief, manager of the Department where the vehicle is assigned, the employee's supervisor, the Delta State Risk Manager, and to the Facilities Management (FM) Fleet Manager. Defensive driving is recommended for all approved operators of University vehicles.

1. Reporting:

   a. Call police

   b. All accidents involving a vehicle must be reported to the appropriate University personnel at Delta State.

   c. 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.

2. General Guidelines

   a. Do not discuss the accident of incident with anyone except appropriate university personnel, insurance carrier or designated claims personnel, or the police. Do not discuss or admit fault to anyone except Delta State insurance carrier or designated claims personnel.

   b. 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.

• make, year and license number of all vehicles involved in the accident.

c. 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.

3. Repair to “On Road” Vehicles.

a. If a vehicle breaks down on the road, to or from an approved destination, no major repairs should be made unless they are approved by the Fleet Manager and the Director of Facilities Management.

b. If on the weekend, contact University Police Department, and they will contact the Director of Facility Management for repair authorization.

4. 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.

IV. VEHICLES

A. Use

1. Vehicle Request

a. Any 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.

c. Driver’s License information and expiration date is kept on record in Facilities Management

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 before or after normal working hours will need to contact DSU Police, who will provide access to vehicle keys. 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

All drivers must be approved by the Delta State insurance company
Facilities Management will maintain a list of approved drivers.

a. Qualifications

1. All drivers must have approval from the university department initiating travel. Only university 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 Delta State 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 their employees driving assigned vehicles have a valid driver's license.

3. The Delta State Police Department or the University insurance carrier will verify licenses for approved drivers.

b. Disqualifications

1. An employee will not be given permission to operate 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.
   - Driving under the influence of alcohol and/or drugs.
   - Driver’s license revoked or suspended and/or driving with a suspended or revoked driver’s license.
   - Leaving the scene of an accident.
   - Careless and reckless driving.
   - 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. Safety

1. University vehicles are only permitted to transport the number of passengers within the occupancy limit as specified in the vehicle operation manuals, except for the 15 passenger van, which is only permitted to carry ten people (nine passengers and the driver.)

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.

C. 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:
   b. Possess a valid driver’s license.
   c. Receive approval from department head and DSU insurance carrier.
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.

D. Obligations of Employee

1. 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.

2. Seat Belts Required:

   Driver 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.

3. Obey All Laws:

   Driver and passengers 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.

4. No Hitchhikers:

   Transporting hitchhikers is prohibited.

5. No Drugs or Alcohol:

   No illegal drugs or 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.

6. Locking Vehicle:

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

7. 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.

8. 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.

9. Right to Deny Approval:
DSU reserves the right to deny approval of any employee to use a vehicle.

E. Vehicle Rates

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

- Minivan $ .40 per mile
- 15p Van $ .46 per mile
- Minimum daily rate $25.00

F. Fuel

Vehicle will be fully fueled prior to issue. Any other fuel additions will be reimbursed through individual departments.

G. Title/License Plate/Marking

Upon delivery of a new vehicle, Facilities Management completes an application for Miss. Tax Exempt Government tag. Titles to vehicles are maintained on file in the DSU Procurement Office. Upon disposal/auction of vehicle, license plates are mailed to State Tax Commission Motor Vehicle Licensing Division, P.O. Box 1140, Jackson, MS 39215-1140. University vehicles will be marked by Facilities Management or delegated person.

H. Vehicle Assignment

Facilities Management vehicles are assigned based on the trade and type of maintenance. Others, including Athletics, Recruiting and Police are based on a breakeven analysis, which is performed before a vehicle is assigned.

I. Rental and Private Mileage Reimbursement

Whether by public transportation, privately-owned vehicle, state-owned vehicle, etc., reimbursement will be made for the most direct practical route.

1. Travel by Private Vehicle

If a personal automobile or other private vehicle is the most economical mode of transportation or is the necessary mode of travel, the University will reimburse the employee at the official federal business travel rate for private vehicles. Reimbursement for the use of a personal automobile or other private motor vehicle for official state business includes private airplanes flown by the employee. The federal mileage rate can be viewed at http://www.dfa.state.ms.us/Purchasing/Travel/MileageRate.pdf.

When two or more employees travel in one private vehicle, only one travel expense at the authorized reimbursement rate per mile shall be allowed. The person claiming reimbursement shall report the names of other state employee passengers.

2. Travel by Rental Vehicle

If the most economical mode of transportation is by rental car, whenever possible, employees should make reservations in compliance with the state contract and rates. Only the actual cost of the rental vehicle and fuel can be claimed for reimbursement. Employees can go to http://www.deltastate.edu/pages/552.asp and click on “Travel Decision Matrix” to get an estimate of rental reimbursement rates, or view the Travel Decision Matrix on page 13.
An intermediate size vehicle is normally the largest rental that will be reimbursed. Naturally, there will be occasions for which a larger vehicle will be required in order to carry out the state’s business. A waiver request form should be submitted along with the Travel Voucher for reimbursement.

Charges for rental cars shall be allowed only when there is a demonstrated cost savings, including compensated employee time, over other modes of transportation such as buses, subways, taxi’s, etc. The state will not reimburse for rental cars obtained for personal use, such as sightseeing or optional travel to and from restaurants while on official state business travel. Only the rental vehicle which is consistent with the size requirements of the business task to be performed will be reimbursed.

3. In-State Vehicle Rentals

The In-State Vehicle Rental contract is referenced on the Office of Procurement and Travel (OPT) Travel Information website at http://www.dfa.state.ms.us/Purchasing/StateContracts/VehicleRentalInStateList.html.

The corporate identification number listed in the contract must be referenced to obtain the state contract price. The contract also references the coverage of insurance information. **The option to purchase insurance should always be declined when utilizing this state contract.**

Fill the vehicle with gasoline prior to return. You may be charged up to the amount per gallon as listed in the state contract referenced above for a full tank of gasoline even if the tank is 3/4 full when returned.

4. Out-of-State Vehicle Rentals

The Out-of-State Vehicle Rental contract is referenced on the OPT Travel Information website at http://www.dfa.state.ms.us/Purchasing/StateContracts/VehicleRentalOutofStateContract975.pdf.

The corporate identification number listed in the contract must be referenced to obtain the state contract price. The contract also references the coverage of insurance information. **The option to purchase insurance should always be declined when utilizing this state contract.**

Fill the vehicle with gasoline prior to return. You may be charged up to the amount per gallon as listed in the state contract referenced above for a full tank of gasoline even if the tank is 3/4 full when returned.

5. Vehicle Rental Insurance

The current vehicle rental contracts include unlimited mileage and free CDW/LDW insurance. **The option to purchase insurance should always be declined when a vehicle is rented utilizing the state contract.** Insurance purchases will not be reimbursed as per the above information. The state is self-insured. Agencies should purchase CDW only when a rental vehicle is rented not utilizing the state contract as the state provides the liability portion of the coverage. You must always be covered by insurance that is provided by the contract or by purchase, should you utilize a vendor that is not on state contract.

V. MAINTENANCE

A. Inspection
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 Facilities Management Fleet Manager.
   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 departments 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 unclean, trashy 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 trashy when returned to Facilities Management or University Police, an additional cost of $25.00 is charged to the sponsoring department.

B. Scheduled Preventative Maintenance

   1. A vehicle maintenance history will be maintained by Facility Management.
   2. This history will be reviewed on a regular basis. Vehicle maintenance is done on vehicles at regular intervals.
   3. A vehicle master record will 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 the preventive maintenance program is followed.
   5. Facilities Management will be responsible for annual State inspections.

C. Repair to “On Road” Vehicles

   1. If a vehicle breaks down on the road to or from an approved destination, no major repairs should be made unless they are approved by the Fleet Manager and the Director of Facilities Management.
   2. If on the weekend, contact University Police Department, and they will contact the Director of Facility Management for repair authorization.

D. Emergency Equipment
Fire extinguishers and warning triangles are kept in all vehicles driven off campus for use in the event of mechanical failure, crash, or other circumstance that results in a disabled vehicle near the roadway.

E. **Vehicle Modifications**

Any vehicle modification after purchase must be approved by the manager of the Department assigned the vehicle and the Delta State Vice President for Finance and Administration.

All accessories needed for FM maintenance vehicles are recommended by the Fleet Manager and approved by the Director of FM. Such accessories would include items which are not standard equipment on State contract vehicles. For example, trailer hitches, mounted tool boxes, racks for ladders and/or other maintenance equipment would be added after the vehicles are purchased.

VI. **DRIVER TRAINING**

All employees who are approved to drive university vehicles are encouraged to enroll in a defensive driving course.

The instructor must be 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 approved to drive should enroll in an approved defensive driving course every three years.
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## Travel Cost Matrix

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<td>$ 0.18</td>
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### LEGEND

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<tr>
<th>Description</th>
<th>Value</th>
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<tr>
<td>POV/mile</td>
<td>$ 0.510 (federal rate, eff. 01/01/11)</td>
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<tr>
<td>Rental/Day</td>
<td>$ 34.00 (contract standard rental)</td>
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</table>
Rental
MPG  28 (average figures from Enterprise)

PPG  $ 3.26 (http://www.fuelgaugereport.com/MSavg.asp)
updated 3/01/11

DRIVER’S VEHICLE CONDITION REPORT

Choose appropriate box

______  I detect no defect or deficiency in this motor vehicle as would be likely to affect the safety of its operation or result in mechanical breakdown.

______  I detect the following defects or deficiencies in this motor vehicle that would be likely to affect the safety of its operation or result in mechanical breakdown.

Indicate where defects are. Use sufficient detail for mechanic to locate.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Driver’s signature: ________________________________

Date: ________________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Destination</th>
<th>Driver</th>
<th>Beginning Mileage</th>
<th>Ending Mileage</th>
<th>Vehicle #</th>
</tr>
</thead>
<tbody>
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<td></td>
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</table>
Delta State University
Motor Vehicle and Fleet Management
Agreement

Operating a university vehicle is a privilege. All drivers will be responsible and accountable to:

• Possess a valid motor vehicle driver’s license issued in Mississippi or a state contiguous to Mississippi. This license must have the appropriate classification and any required endorsements needed for operating the vehicle(s) assigned to the operator.

• Be subject to a driver’s motor vehicle record check, and if such records show a suspension or revocation of driving privileges, the driver will not be authorized to operate a motor vehicle for the university.

• Operate university vehicles for official university business only.

• Operate motor vehicles in a safe manner at all times.

• Comply with all applicable state laws and regulations.

• Maintain vehicle in a safe operating condition.

• Maintain vehicle in accordance with the maintenance schedule.

• Report moving violations to their Supervisor.

• Report changes in their driver’s licensing to their supervisor, Facilities Management, and insurance / risk management department.

• Accurately complete a condition survey when turning in a university vehicle.

• Accurately record and report vehicle mileage in accordance with university procedures.

• Participate in required driver safety education and training programs.

• Require all occupants to use seat belts, child safety seats, booster seats, or other restraint devices at all times.

• Pay all moving/parking violation fines and fees.

• Keep automobile ID cards in the vehicle glove box at all times, including proof of liability coverage.

• Refrain from towing any personal equipment (boats, campers, etc.) with university vehicle.

• Not alter vehicles leased, owned, or rented by the university in any way.

• Never deactivate air bags on any leased/owned university vehicles, rented, or personal vehicles used for university business.
• Never operate a computer while the vehicle is moving.

• Pull off the road to a safe location prior to making or receiving phone calls.

• Comply with university policy on transport of passengers.

**Operating privileges shall be revoked if:**

• Driver does not adhere to responsibilities listed above.

• The driver’s license is revoked, suspended, withdrawn, or denied.

• Driver refuses to undergo drug or alcohol testing in accordance with university policies or as required by applicable state or jurisdiction laws.

• Operating outside the limitations of a restricted license.

**In case of vehicle damage:**

• Report any vehicle damage to the university by the end of the day in which the incident occurred.

• Police reports, witness statements or other pertinent documents should be obtained and forwarded to the university.

• The driver shall cooperate with representatives of the university, including insurance company personnel, and obtain written repair estimates from reputable shops or authorized dealerships as instructed. If it becomes necessary to rent another vehicle during repairs, the driver will be instructed as to provisions for a rental vehicle.

• Drivers should not make verbal or written statements concerning an incident during its immediate aftermath except to law enforcement officials or representatives of the university or its agents.

I, _______________________, have read and understand the *Business Use Policy* established by ______________________. I agree to abide by the provisions of this policy. I understand that violation of this policy will result in disciplinary action, up to and including termination of employment.

________________________________________  __________________________________________
Driver Signature                               Supervisor Signature

________________________________________  __________________________________________
Date                                           Date
Motor Vehicle Incident Reporting Instructions for Drivers

On-scene instructions to be placed in the vehicle should include gathering the following information if able:

• Phone number(s) to which incidents are to be reported.

• Insurance carrier information that can be provided to other involved parties.

• Instructions for notifying the university’s insurance carrier (if the university’s reporting procedures designate this as a driver responsibility).

• Instructions for contacting law enforcement and emergency personnel; and instructions for contacting roadside assistance services, if available.

• Instructions for leaving the incident scene intact, securing the scene against further collisions or injuries until emergency personnel arrive, and meeting regulatory requirements (if any) for blood alcohol testing.

• A reminder to the driver that he or she should not admit fault for the incident.

Materials to consider placing in vehicle may also include a disposable camera for documenting the scene, a witness card for recording initial comments and contact data from potential witnesses, and a pen or pencil. Current Proof of Coverage from the liability insurance carrier should always be kept in vehicle.

Incident Information: Recommended information to be collected in the event of a motor vehicle incident are as follows:

• Name of other driver(s)

• Address of other driver(s)

• Phone number(s) of other driver(s)

• Driver’s license number(s) of other driver(s)

• License plate number(s)

• Vehicle make and model

• Name of insurance carrier

• Insurance policy number

• Name, address, and phone number(s) of all parties involved in the incident, including passengers in each vehicle

• Name, address, and phone number(s) of all witnesses

• Date and time of the incident

• Location of the incident (intersection or milepost)
• The party to whom the driver’s vehicle was registered (e.g., the university, the driver, another individual, or a rental agency)

• Name and phone number(s) of the investigating law enforcement officer on the scene, if any

• Any other entities responding at the scene (e.g., fire department, ambulance, hazardous materials unit)

• Citations issued

• A detailed narrative of the incident

• Space to allow the driver to make a sketch or diagram of the incident scene
Factors to be Considered during an Incident Review

During a review of a motor vehicle incident, possible contributing factors may be considered using the following framework:

**Driver:**
- Driver’s work schedule for at least the week preceding the incident
- Length of time on duty since the previous break prior to the incident
- Fatigue
- Scheduling demands on driver
- Motor vehicle record history
- Physical condition of the driver at the time of the incident
- Physical limitations of the driver at the time of the incident
- Training history
- Driver’s emotional state

**Vehicle:**
- Maintenance and inspection records
- Vehicle condition
- Damage to the vehicle from the incident
- Suitability and safety of the vehicle for the work task
- Vehicle control layout
- Modifications to the vehicle that may have contributed to the incident

**Operating Environment:**
- Weather
- Road conditions
- Traffic conditions
- Route planning
- Delivery or service schedules

**References**
The following provides further information on factors that may be considered in determining causation:


Driver's Pre-Trip Inspection Checklist

The following checklist is designed for drivers with little mechanical knowledge or background. Elements included enhance safety and prevent breakdown. This inspection should only take a few minutes for a typical automobile. Completion will increase the likelihood of a successful trip. Unsatisfactory elements should be corrected prior to operation of vehicle.

Vehicle Make & Model ______________________ Date ___________________

<table>
<thead>
<tr>
<th>ELEMENT</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Brakes – do service brakes and parking brake operate?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Lights – check headlights, high beams, blinkers, tail lights, brake lights, back-up light, parking lights and side markers. Are all working?</td>
<td></td>
<td></td>
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<tr>
<td>3. Tires – check pressure against p.s.i. noted on tire. Check tread depth (at least 1/8 inch). Check for defects such as unusual wear pattern, bubbles or deformed sidewalls.</td>
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<tr>
<td>4. Belts – are they quiet with engine running?</td>
<td></td>
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<tr>
<td>5. Glass – no broken windows, no cracks that interfere with driver’s vision. Clean.</td>
<td></td>
<td></td>
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<tr>
<td>6. Mirrors – are side and rearview mirrors intact?</td>
<td></td>
<td></td>
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<tr>
<td>7. Windshield wipers – do they operate and remove washer fluid when tested?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Windshield washer – is reservoir full, does it pump when operated?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Engine oil – check dipstick. Any leaks?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Coolant – is fluid to mark on reservoir?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Transmission – check dipstick. Any problems shifting?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Steering – does steering react when steering wheel is turned? Any noise?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Occupant restraints – are all seatbelts and airbags present? Do seatbelts operate properly?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. State inspection sticker – is a current inspection sticker in lower driver’s side corner of windshield?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. License Plate – is a license plate mounted and easily seen?</td>
<td></td>
<td></td>
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<tr>
<td>16. Emergency equipment – is there a jack, lug wrench, flashlight, etc.?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Keys – do keys operate ignition and all locks? Are a spare set of keys available?</td>
<td></td>
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</tr>
</tbody>
</table>
MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY DRIVER RECORDS REQUEST

DRIVER SERVICES POLICY: 6-9(A)

DRIVER NAME: _____________________ DL NO: _____________ DOB: _____________

I HEREBY REQUEST THE FOLLOWING RECORDS RELATING TO THE ABOVE-NAMED PERSON:

Record Requested: _____ MVR Summary

_____ Other Record (must be specified)

CHECK THE FOLLOWING APPLICABLE STATEMENT:

___ I am the person named in the record sought.

Type ID Shown ________________ Authorized Agent

___ I am requesting the information on behalf of the current owner (written authorization from record owner required).

___ The information is to be used by a legitimate business or its agents, employees, or contractors for use in the normal course of business only:

a. To verify the accuracy of personal information submitted by the individual to the business or its agents, employees.

b. If such information as submitted is not correct, or no longer correct, to obtain the correct information for the sole purpose of preventing fraud by pursuing legal remedies against, or recovering on a debt or security interest against the individual.

___ The information is to be used in conjunction with a civil, criminal, administrative or arbitral proceeding in a federal, state or local court or agency or before any self-regulatory body, including service of process, investigation in anticipation of litigation and the execution or enforcement of a judgment or order, or pursuant to an order of any court.

___ The information is to be used by an insurer or insurance support organization, or by a self-insured entity, or its agents, employees or contractors in connection with the claims investigation activities, anti-fraud activities, rating or underwriting.

___ I represent a license private investigative agency or licensed security service and the information will be utilized for one of the above listed permitted purposes.

___ For use by an employer or its agency or insurer to obtain or verify information relating to a holder of a commercial driver’s license that is required under the Commercial Motor Vehicle Safety Act of 1986 (49 U.S.C. App. 2710, et seq.).

___ For use in connection with the operation of private toll transportation facilities.
____ For use by a government agency, court or law enforcement agency in carrying out its functions.

____ For use in connection with matters of motor vehicle or driver safety and theft, motor vehicle omissions, recalls, performance monitoring and the like.

____ For use in the normal course of business by a legitimate business to verify accuracy of personal information submitted by the individual to the business and if the information is incorrect, to obtain the correct information, but only for fraud prevention or recovering debts from the individual.

____ For use in connection with any civil, criminal or administrative proceeding in any federal, state or local court or agency for service of process or enforcement of judgments.

____ For use in research activities so long as the personal information is not published, re-disclosed or used to contact the individual.

____ For use by an insurance company for claims investigation, rating or underwriting.

____ For use in notifying owners of towed or impounded vehicles

____ For use by any licensed private investigator for any purpose permitted under the DPPA.

____ For use by an employer to obtain or verify information relating to the holder of a commercial driver license.

____ For use in connection with the operation of private toll transportation facilities.

____ For any other use authorized by state law, if the use relates to motor vehicle operation or public safety.

I understand the personal information furnished is confidential under Federal and State law and is being released to me only for the reason I have indicated above and that it is unlawful for me to furnish the information to an unauthorized person or entity.

Printed Name of Individual: __________________________________________

Signature: ____________________________ Date: ___________

Representing
Printed Name of Company: __________________________________________

Address: _______________________________________________________

City: ___________________ State: ___________ Zip: __________

You may mail the form with an $11.00 money order per request to:
Department of Public Safety Attn: MVR
1900 E. Woodrow Wilson   DPPA-3
Jackson, MS 39216
Van Safety Recommendations

The question is often asked, "Why are we so concerned about 15-passenger vans?"

Two reasons are paramount, among others: first is the documented fact that these vehicles have demonstrated a propensity to be involved in roll-over crashes, with a 70% fatality rate. The second reason is the rather precious cargo (human lives) that is typically on board, and the amount of this cargo. When something goes wrong, it can go wrong in a big way.

"Where do we get our information?", is usually the second question. The standard bearer in this issue is the National Highway Traffic Safety Administration (NHTSA), which was created in Highway Safety Act of 1970. The NHTSA is responsible for reducing deaths, injuries, and economic losses due to traffic crashes. This is accomplished through research into traffic conditions, driver behavior, and vehicle design and then promoting ideas and strategies to improve overall safety on American roads.

A 2004 NHTSA study (and 49-page report) explored the relationship between vehicle occupancy and several other variables in the NHTSA Fatality Analysis and Reporting System (FARS) database and a 15-passenger van's risk of rollover. The study examines statistics on fatal crashes involving 15-passenger vans from 1990 to 2002.

The study also constructs a logistic regression model to model the effects of various factors, most importantly occupancy level, on the risk of rollover. The model is constructed using data from 1994 to 2001 on police-reported motor vehicle crashes in five states that are part of NHTSA’s State Data System (SDS).

The data show that between 1990 and 2002, there were 1,576 15-passenger vans involved in fatal crashes that resulted in 1,111 fatalities to occupants of such vans. Of these, 657 vans were in fatal, single vehicle crashes, of which 349 rolled over. In 450 of these vans, there was at least one fatality, totaling up to or below half their capacity. The odds of a rollover for a 15-passenger van at its designated seating capacity is more than five times the odds of a rollover when the driver is the only occupant in the van.

The agency also performed computer modeling to assess the handling of these vehicles. The modeling predicted under-steer for 15-passenger vans when lightly loaded, similar to minivan behavior. However, when heavily loaded, it predicted under steer at low lateral acceleration, but over-steer at higher lateral accelerations. This transition to over-steer may pose safety problems for drivers who are unfamiliar with this characteristic. Loading 15-passenger vans to gross vehicle weight (GVW) also moved center of gravity rearward, increasing vertical load on rear tires.

What makes 15-passenger vans so dangerous? Begin answering this by recognizing that these vans were originally designed to haul cargo - not people. Therefore, many of the safety features associated with typical passenger vehicles (like mini-vans, or busses) was omitted. In fact, 15-passenger vans are more like trucks, while mini-vans are more like cars. They have truck chassis, truck suspensions, truck tires, and truck engines. Mini-vans are built on car chassis, with car suspensions and tires and engines. The 15-passenger vans are higher off the ground, longer, taller, and heavier, have less visibility, and are more powerful than typical passenger vehicles. Add the weight of 15 people and some gear and you’ve got quite a truck-driving job ahead of you. Whoever is driving needs to be skilled, trained, and experienced.
Why can't we load them to maximum capacity? The center of gravity of an empty van is already higher than most passenger vehicles. The risk of having a roll-over crash is about the same as for a pick-up truck, while the van is empty. As you add passengers, you add weight above the axles. If you pack the rear of the van first, you add weight behind the rear axle, shifting the center of gravity not only upward, but to the rear. This results in less ground pressure at the front, where you count on the front tires to steer with. The NHTSA report cited earlier stated that by the time you have ten people on board, you've tripled the risk of rollover that you had with only a driver on board. Fill all fifteen seats and the risk is now five times greater. Add in the difficulty in steering because your front wheels are barely touching the ground (and may even be coming off the ground if driving over bumps), and the risk is unacceptable.

Why all the focus on tires? Tire failure has been cited in many of the fatal crashes associated with these vans. With a vehicle weighing over 9,000 pounds, tires need to be above average. Manufacturers specify that light-truck (LT) tires are to be used for these vehicles rather than passenger (P) tires. The LT tires have many different qualities but the ability to take the weight and turn corners with it are two important ones. Ken Testorff, in a report he wrote for the U.S. Navy states that "a random check of government-owned and leased 15 passenger vans in mid-2001 revealed some had improper replacement tires installed. When tires don't meet the manufacturer's minimum standards for size, pressure, and load, you're asking for problems. Heat rapidly builds up in such cases, creating the potential for tire failure, which can cause a driver to lose control and wreck."

Tire pressure, even with the proper tires, must be checked with a gauge and adjusted to the tire and vehicle specifications. If you have the correct tires, this should be the same for both. Begin by checking the federal certification sticker usually found on the driver's door pillar. This lists the vehicle’s gross weight load limits (per axle), required tire type and size, and cold inflation pressure for front and rear tires. Compare this to the tires that are actually on the van. If sub-standard tires are present, they should be replaced prior to further use. Note that the pressures usually differ from front to rear. The front is usually about 50 p.s.i. while the rear is usually about 80 psi. Only a good tire pressure gauge will tell you if you need more air.

Why are 15-passenger van wrecks so often fatal? Eighty (80) percent of those who died in 15-passenger van crashes were not wearing their seat-belts. Even people who normally wear seat-belts don't feel the need, or don't remember, to wear them when they get inside a van. The driver is the one person who usually remembers to fasten his or her seatbelt, and is the one person who can remind others to do so - or the van doesn’t leave the parking lot!

Lastly, what are your recommendations? The following were arrived at after studying numerous university, military, and other government agency procedures, NHTSA statistics and reports, and advice from the National Safety Council’s Defensive Driving Course. They are written from the standpoint of preventing loss of life while still being able to accomplish objectives. Input has come from several universities within the IHL system. Universities can create their own procedures based on these recommendations. While stricter standards may be chosen, these recommendations should be considered minimum allowable considerations. Recommendations may be changed or added in the future as additional information is obtained.

Summary of Recommendations-IHL Safety and Loss Control

1. Drivers should be experienced.
   How this is measured can vary:
   a. Having held a driver's license for at least five years
   b. Being of a certain age (25 is common) assuming they have been driving since the earliest allowable age (15 in MS)
   c. Having driven a truck or other large vehicle could be part of experience (10 years driving a motorcycle may not help much when driving a 9,000 + lb. van with 15 lives on board)

2. Drivers should be skilled.
Do they have a **good** driving record, and does it include vans or similar vehicles?

3. Drivers should be trained.
   A driver training course should include a minimum of 4 hours in the classroom and should require demonstrated successful performance behind the wheel on a closed course. Content should include reference to actual university-owned vans, characteristics, manufacture’s specifications, maintenance, accident statistics, risks, load placement, capacity, operation, defensive driving strategies, university policies, route/trip planning, emergency procedures, and other topics as identified.

4. Driving time should be limited.
   Fatigue is a common factor in crash statistics. Universities should adopt a policy to prevent driver fatigue while safely accomplishing the mission of the group traveling. Consider driving time as related to wakeful time within a 24 hour period. A standard work day being eight hours, this might be a good limit for the average driver. The Department of Transportation allows more hours behind the wheel for commercial truck drivers, but requires the next eight hours to be “off duty”. Taking a ten-minute break every 100 miles or two hours is also a recommendation of the National Safety Council.

5. Time of day should be limited.
   National Safety Council discourages driving between the hours of midnight and 6:00 a.m. due to the condition of other drivers and the likelihood of fatigue and/or meeting other drivers who are intoxicated.

6. Drivers should be held responsible for the safe and lawful operation of the vehicle they are driving.
   Auto insurance and the MS Tort Claims Act will apply to liabilities while operating in the course and scope of one’s duties. Deviations from duty and violations of state or federal law should be understood. For these reasons and others, allowing non-employees to drive university-owned vehicles is discouraged. Authorization for non-employees to drive university-owned/rented/leased vans should be documented.

7. Vans should carry no more than 10 people.
   This includes the driver and up to nine passengers. This recommendation is based on NHTSA recommendations. With just ten passengers, the van will still be operating at triple the risk of rollover than if the van were empty. With eight people, the risk is 2.2X. Limiting the total number to eight is also a common practice. Removal of one or more rear seats will help facilitate this practice.

8. Vans should be loaded from front to rear.
   Fill front seats first to avoid under-steerage problems. All things being equal, place heaviest part of load (passengers or equipment) toward the front.

9. Roof racks or other “car-top carriers” should be prohibited.
   The risk of rollover is magnified with the height of cargo.

10. Cargo should be low and secure.
    Keeping the center of gravity low will help reduce the risk of rollover. Tie down straps, cargo cages, or other restraints should be used to prevent cargo from shifting during transit or from causing additional injury in the event of a collision.

11. All occupants must wear safety-belts (lap and shoulder).
    Driver should make sure everyone is properly secured prior to operation of vehicle. The number of properly working seat-belts should determine the maximum number of passengers.

12. Towing (if allowed) should not be done with passengers.
    If it is absolutely necessary to tow a trailer with such a van, no more than one passenger (to assist driver) should be onboard the van. Other cargo consulted for safe towing procedures and safe limits. Trailers must meet requirements as established in Title 63 of MS Code. Only drivers
with experience towing trailers should be allowed to operate vans with trailers attached. Avoiding the use of trailers is strongly suggested.

13. Backing should be performed with extra caution.
   If a passenger is present, he or she should exit the van and stand near the rear of the van to give guidance to the driver as it is backed. Drivers should walk around the rear of the van prior to backing alone to ensure an otherwise unseen object or person is not in harm’s way.

14. Emergency equipment should include proof of insurance, fire extinguisher, first aid kit, highway warning triangles, and tire pressure gauge. Larger items should be fastened securely to vehicle to prevent injury during a crash, protect equipment, and provide a reliable location when needed.

15. Drivers should conduct a pre-trip inspection prior to each trip.
   A checklist should be used to document inspection and note any needed repairs. Standard items should include: actual tire pressure (requires tire pressure gauge), tread wear, all lights and signals, reflectors, windshield wipers, windshield washer, mirrors, brakes, fluid levels, belts, hoses, horn, emergency equipment, cargo security, and others as identified.

16. Monthly inspections should be performed by a qualified mechanic.
   This is a more detailed inspection that is also documented, with repairs being made as needed. Reference should be made to any driver inspections made since previous monthly inspection.

17. Provisions for repair of safety-related items during travel should be identified.
   Drivers will need authority and procedure for replacement of tires that are about to fail, or headlights or wiper blades that don’t work, for example.

18. All recommendations apply to rental/lease vans as if they were university-owned.
   The university will be expected to cover liabilities and ensure the safety of passengers regardless of ownership. If vehicles cannot meet standards established for university-owned vans, another source should be sought. Rental companies may have additional rules/procedures that should be followed, such as minimum age requirements for drivers. None of these recommendations is intended to exempt any rule or procedure from renting and leasing authorities.