

University Vehicles Operating Policies and Procedures

General Policies

1. University vehicles are to be used for official business only and are not to be used for personal business.
2. All employees are encouraged to use university vehicles rather than personal vehicles for official business when possible in order to increase utilization and decrease costs of reimbursement.
3. All university vehicles shall be parked at an agency location at night and on weekends when not in use for official business.
4. University owned vehicles shall display red State license tags, front and rear, with appropriate university side decals.
5. Any person who is assigned a university vehicle must be properly licensed and be in compliance with the State Vehicle Safety Program. A [VSP-1 form](#) is required of all drivers and may be obtained on the Physical Plant web site.
6. Vehicle assignments are based on the maximum benefit to the university, no department or person receives priority over another in scheduling vehicle usage with the exception below.
 - The varsity buses, owned by Athletics, are available to other departments on a limited basis.
7. Any university account holder is eligible to use transportation service in conducting official university business.
 - All official university business travel charges are billed to an approved university account.
 - All requests for vehicles must be authorized by the person who has responsibility for the account to be charged.
8. All individuals requesting a motor pool vehicle must certify that they will be the sole driver of the vehicle, or they must list all additional drivers. Additional drivers must complete all forms and provide all information required.
9. All individuals picking up a motor pool vehicle must present a valid drivers license before the vehicle is released into his or her possession.
10. The security and operation of the vehicle and the security and return of credit card(s) issued with the vehicle is the responsibility of the person to whom the vehicle is assigned. This responsibility cannot be delegated to others and ceases only after the vehicle has been returned to the Physical Plant and the keys, credit card(s) and credit card receipts have been returned to the Physical Plant office or

placed in the key drop box. The key drop box is located at the front door to the Physical Plant.

11. All request for the use of vehicles should be made through the Physical Plant and as far in advance as possible. If a scheduled vehicle is not needed, a cancellation notice should be given to the Motor Pool as soon as possible. Cancelled trips may be charged to the department if the department does not notify the Motor Pool in time to re-issue the vehicle.

Requirements for Drivers

1. Authorized operators of university vehicles shall be (a) members of the faculty, members of the staff, and graduate assistants (b) other persons who have been authorized by the university travel administrator. Professional drivers employed by the university will be utilized for buses and motor coaches.
2. Each driver of a university vehicle must hold a valid operator's license and have the license in his/her possession when operating a university vehicle.
3. Drivers carrying four (4) or more passengers must pass a license background check administered through the Human Resource department.
4. Vans, Motor Coach, Buses
 - a) Operators of passenger vans with capacities of nine (9) or fewer passengers and a gross vehicle weight of 26,000 or less pounds must meet the following criteria:
 1. Must be 21 years of age or older (unless approved according to Sec.1.(b))
 2. Must complete an in-service training session on the safe operation of a passenger van and successfully compete a test to receive a certificate given by the instructor of the in-service training session. Certificates must be renewed every two (2) years.
 - b) To be qualified to operate a university bus or motor coach with a capacity of fifteen (15) or more passengers or a gross vehicle weight of more than 26,000 pounds, the operator must meet the following criteria:
 1. Must be 21 years of age or older (unless approved according to Sec.1. (b))
 2. Must have a current and appropriate commercial driver's license with multi passenger endorsement, and air brake endorsement if required.
 3. Must successfully complete a road test given by the travel administrator(or authorized assignee) to determine whether the person who takes the test can demonstrate he/she is capable of safely operating the vehicle.
 4. Must comply with the university's DOT Drug and Alcohol Testing Program.

Obtaining Vehicles

1. After a vehicle is assigned to a person for use on a given day, the person may pick up the keys and credit card(s) at the Physical Plant front office during normal working hours (Monday – Friday, 7:30am to 4:30pm). If a trip will begin before normal business hours, the keys should be picked up prior to the close of business on the last working day before the trip. Please advise the Physical Plant when early pick up of keys is required.
2. Vehicles should remain parked at the Motor Pool on weekends when keys are picked up on Friday for trips beginning the following Monday. State vehicles should not be parked at an individual's home.

Returning Vehicles

1. Passenger cars and Vans should be parked in the parking area west of the Physical Plant upon return of a trip.
2. Motor Coaches, and Buses are to be parked parallel to the curb in front of the Physical Plant Warehouse where the "UCA Bus Return" sign is located. If you have questions concerning the return locations, please ask for clarification at the Physical Plant front desk.

Fuel Purchases

1. All state vehicles will be serviced at the gas tanks located on campus by university personnel only.
2. Any purchase of fuel off-campus will be billed to a credit card issued with the vehicle.
3. Vehicle users must ensure that the receipts reflect the license number of the vehicle, the number of gallons purchased, the price per gallon, vehicle mileage, total cost of the fuel, and signature of driver.
4. Self-service pumps should be used when fueling university vehicles off-campus.
5. Non-compliance with the requirements noted in (3) above may result in the charge being billed to the person to whom the vehicle is issued.

General Repair

1. In the event the vehicle develops mechanical problems while away from the Conway area, the driver should take the vehicle to a garage handling the make of vehicle being driven, have repairs made and request that the billing for services not covered under warranty be billed to the university Physical Plant. The Physical Plant will pay for costs incurred for vehicle repair, however, other cost due to the delay may be at the expense of the user or department. The driver must retain one copy of the billing and turn it in to the Physical Plant upon completion of the trip.

2. If the service garage will not extend credit, the driver should:
 - a) Attempt to pay for the services with the university credit card issued with the vehicle.
 - b) Pay the bill from personal funds. The itemized bill for repairs must be submitted to the Physical Plant for reimbursement.
3. If repair needs seem extensive, please check via a collect call to the Physical Plant during regular office hours (7:30 am – 4:30 pm) or contact the UCA PD office on weekends or after hours for coordination of repairs.

Involvement in Accident

1. If involved in an accident, obtain the following information:
 - a) Name of the driver(s) of other vehicle(s).
 - b) Name of passenger(s) of other vehicle(s).
 - c) Address of driver(s) and passenger(s) in other vehicle(s).
 - d) Drivers license number of driver(s) of other vehicle(s).
 - e) Name of the insurance company of the driver(s) of other vehicle(s)
2. The person(s) involved in the accident should obtain the name of the company insuring the university vehicle. Make sure the person(s) involved in the accident know to contact the Physical Plant for information concerning the accident and/or insurance.
3. Anyone involved in an accident must make a detailed report on the accident, including the name, address and phone number of the officer investigating the accident and all other pertinent information regarding the accident.
4. The police **MUST** make an investigation of the accident and the authorized driver of the university vehicle should obtain a copy of the police report and turn the report in to the Physical Plant.

Vehicle Safety/Reporting Requirements

1. Every driver and front seat passenger in a State owned or leased vehicle is required to use a seat belt.
2. Safety requirements make it essential that individuals operating the vehicles also ensure that the vehicle's weight limits are not exceeded. Drivers are responsible for the loading of the vehicle and for ensuring that the load is within the gross vehicle weight rating (GVWR).

3. Drivers of vans and buses will be responsible for seeing that seats are available for all passengers and that no passenger stands in the aisle or leaves the vehicle until it has come to a complete stop. All vehicle drivers will remind passengers to use the automobile safety seat belts installed in the vehicle.
4. State Vehicle Safety Policy requires any traffic accident or citation which is received while operating a state vehicle must be reported within (24) twenty-four hours of occurrence to the Physical Plant. The driver of the vehicle is responsible for the payment of any traffic citations.
5. Drivers of university vehicles are required to report any malfunction of the vehicle or its equipment to the Motor Pool. On extended use, drivers are expected to perform routine vehicle inspections and fluid level checks.

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**ARKANSAS STATE VEHICLE SAFETY PROGRAM
AUTHORIZATION TO OPERATE
STATE VEHICLES AND PRIVATE VEHICLES ON STATE BUSINESS**

**THE FOLLOWING MUST BE COMPLETED AND SIGNED BEFORE AUTHORIZATION
TO DRIVE ON STATE BUSINESS WILL BE GIVEN**

Agency Code 016501

Agency University of Central Arkansas

Employee _____

Date of Birth / /

Driver's License Number _____

Initial each of the following:

_____ I understand that as permitted by Arkansas Code Ann. 27-50-906 (6) (A), the Office of Driver Services will notify my employer each time a new violation is added to my driving record. I also understand that my employer has access to my driving record through the SVS System (State of Arkansas Website) through Information Network of Arkansas.

_____ I understand that because of my driving record I may not be permitted to drive on State business.

_____ I will participate in all required Defensive Driving Classes.

_____ I will report all accidents that occur on state business to my employer 1) within 24 hours of the occurrence or by the next working day if the accident occurs in a State vehicle and 2) within 7 working days if the accident occurs in a private vehicle.

_____ I have read the Driving Safety Tips provided by my employer.

_____ I understand that I must maintain liability coverage, as required by State Law, on my personal vehicles that I drive on State business.

Employee Signature

 / /
Date

**ARKANSAS STATE VEHICLE SAFETY PROGRAM
DRIVING SAFETY TIPS
AUGUST 2000**

Observe Speed Limits and Traffic Laws- Allow sufficient time to reach your destination without violating speed limits or traffic laws.

Seat Belts- Each driver and front seat passenger in any motor vehicle operated on a street or highway in this state is required by law to wear a properly adjusted and fastened seat belt.

Cellular Phones- The use of cellular phones by the driver while the vehicle is in motion is strongly discouraged. Even with "hands free" equipment, conversing on the phone takes your attention away from driving, making you less likely to notice hazardous situations.

Backing Crashes- Most backing accidents are preventable. Whenever possible, park your vehicle where backing is not required. Know what is beside and behind your vehicle before you begin to back. Back slowly and check both sides as well as the rear as you back. Continue to look to the rear until the vehicle has come to a complete stop.

Intersection Crashes- When approaching and entering intersections, be prepared to avoid crashes that other drivers may cause. Take precautions to allow for the lack of skill or improper driving habits of other drivers. Potentially dangerous acts include speeding, improper turn movements, and failure to yield the right of way.

Weather Related Crashes- Rain, snow, fog, sleet or icy pavement increase the hazards of driving. Slow down and be especially alert when driving in adverse conditions.

Passing Crashes-When you pass another vehicle, look in all directions, check your blind spots, and use your signal. As a general rule, only pass one vehicle at a time.

Front End Crashes- By maintaining a safe following distance at all times, the driver can prevent front-end collisions in spite of abrupt or unexpected stops of the vehicle ahead. Observe the "two second rule" by following the vehicle ahead at a distance that spans at least two seconds. The following distance should be increased when driving in adverse conditions.

Security- State vehicles should be locked whenever they are unoccupied.

Engines- The engine of a State vehicle should always be turned off before the driver exits the vehicle.