[Major revisions: January 15, 2014]

Angelo State University
Operating Policy and Procedure

OP 36.03: **University Vehicles**

DATE: January 15, 2014

PURPOSE: This plan is to provide detailed recommendations for the administration and operation of the university's vehicle fleet. The Angelo State University Vehicle Fleet Management Plan (the Plan) addresses the components specified in HB 3125. The Plan refers to the State Vehicle Fleet Management Plan for various items. A copy of the State Vehicle Fleet Management Plan will be kept on file in the Facilities Management Office.

REVIEW: This OP will be reviewed in January of even-numbered years by the director of facilities management and the Department of Environmental Health, Safety and Risk Management with recommendations for revision forwarded through the vice president for finance and administration to the president by February 15.

POLICY/PROCEDURE

1. Fleet Management

House Bill 3125, of the 76th Legislature and the Office of Vehicle Fleet Management (OVFM) of the General Services Commission (GSC), as directed by the State Council on Competitive Government (CCG), mandates Angelo State University develop a management plan for the university's fleet.

2. University Vehicle Management

The university's vehicle fleet will be managed by the director of facilities management. The Facilities Management Department will be the central motor pool. Doing so will allow the university to manage the use and maintenance of all vehicles. It is the intent of this office to provide a fleet that is adequate in size to meet the needs of the university in an efficient manner. It shall be the director of facilities management or designee's responsibility to keep current with reporting requirements and to publish in this plan any significant changes in the reporting requirements.

The university will maintain detailed supporting documentation for all reporting requirements. It will be the responsibility of the director of facilities management or designee to gather all information and report the information in the OVFM System.

The university must maintain a fleet reporting system that is compatible with the system indicated by OVFM. This system is to be maintained with current software upgrades, and the operators will have training as upgrades/software changes.

3. Vehicle Use and Efficiency

The policies identified are intended to increase vehicle use, improve fleet efficiency and reduce maintenance costs, and are identified as "best practices" within the state and private sector. Because of the nature of the fleet of the university, some of the guidelines adopted may vary from the recommendations of the OVFM; however, these variations are a result of the many uses of the vehicles on campus and the lower than normal annual mileage.

Angelo State University maintains a fleet of vehicles by various departments and for various uses. A complete listing of the vehicles owned by the university is on file in the Department of Facilities Management.

4. Fleet Fueling Policy

Angelo State University will abide by the guidelines established by the State Fleet Fueling Policy. A summary of these guidelines is provided below.

a. All university vehicles will use the state retail fuel contracts for fuel purchases.

b. Unless specifically prohibited by manufacturer warranty or recommendations, all university vehicles operating on gasoline shall use regular unleaded gasoline.

c. Vehicles capable of using alternate fuels will use them exclusively.

d. All university employees will use self-service islands when refueling at retail fueling stations.

5. Motor Fleet Vehicles

a. Inscription on State Vehicles

All motor vehicles owned by the university shall have printed on each side of the vehicle the word 'Texas,' followed in letters of not less than two (2) inches by the name of the university and such inscriptions shall be in a color sufficiently different from the body of the car that the lettering shall be plainly legible at a distance of not less than one hundred (100) feet. Any employee who drives a motor vehicle belonging to the state on a street or public highway without such inscriptions printed thereon is subject to fines. The motor vehicle used by the university president is exempt from this requirement.

b. Daily Report on State-Owned Bus, Truck or other Motor Vehicles

Any university employee who uses a bus, truck, or other authorized motor vehicle owned by the state and assigned to this university for any purpose shall make a written report of such use to the head of the department, institution, board, commission, or other agency of the state having charge of such automobile or truck, such reports to be made daily when such vehicles are in use, on forms prescribed by the state auditor and supplied by the Department of Facilities Management. This report may be used for the same motor vehicle for a continuous period of not more than one calendar week within the same month.

Such reports shall show the purpose for which such vehicle was used, the mileage traveled, the amounts of gasoline and oil consumed, the passengers carried, and any other information as may be necessary to provide a proper record of the use of such vehicle. Said reports shall be official records of the state and shall be subject to inspection by any official of this state who shall be authorized to audit or inspect claims, accounts, or records of any state department, institution, board, commission, or agency of the state. The law requires these reports to be filed within ten (10) days from the first day covered by such reports.

c. Vehicle operators are responsible for:

(1) Completing vehicle use reports on a daily basis in an accurate manner.

(2) Identifying any mechanical problems associated with the vehicle they are operating.

(3) Reporting accidents immediately and to complete the necessary accident paperwork.

(4) Following all state laws associated with vehicle operations.

(5) Complying with the university vehicle fleet management program.

(6) Operating the vehicle in a safe manner.

d. License to Operate

Each employee who operates a university-owned, leased, or rented vehicle on any public road or highway shall possess a driver's license that is required by state law. Each employee who operates a university-owned, leased, or rented bus or any vehicle that holds 16 or more passengers (including the driver), or operates a truck with a gross vehicle weight of over 26,000 pounds, shall hold a Texas Commercial Driver's License (CDL) with appropriate endorsements as required by law.

The expense of a "Class C" operator's license shall be paid by the person in whose name it is issued. University funds may be used for the payment of a Commercial Driver's License for an employee when the employee is required by the university to operate a vehicle requiring a special driver's license.

Positions that require possession of a CDL as a condition of employment will require an initial and annual alcohol and drug test. Alcohol and drug testing shall be conducted by an approved drug- and alcohol-testing vendor licensed by the state.

6. Driver Eligibility

a. To be eligible to drive university-owned, leased, or rented vehicles, drivers must meet all of the following criteria:

(1) Must be a university employee,

(2) Must be at least18 years of age,

(3) Must possess a valid state driver's license and have two years driving experience,

(4) Must be able to provide documentation of current personal automobile liability insurance,

(5) Must be using the vehicle to conduct official university business, and

(6) Must be approved to drive by the university.

To be approved to drive for the university, employees must submit a *Driver Approval Request Form* (Attachment A) to the Environmental Health, Safety & Risk Management (EHSRM) Office at least one week prior to the date of travel. The form must be signed by the department head to validate that the employee is required to drive within the scope of his/her employment. A Motor Vehicle Records (MVR) report will be requested and evaluated using the *Driver Rating Evaluation Form* (Attachment B). Employees possessing more than six (6) points in traffic violations for the last three years will not be approved to drive. A MVR report will be requested and evaluated annually on employees who are approved to drive university-owned, leased, or rented vehicles.

b. Approved drivers will report all driving violations or convictions and any license revocations or suspensions within five business days of the occurrence. Approval to drive a university vehicle may not be granted for one year following reinstatement of a revoked license.

7. Vehicle Safety Training

Employees will be required to complete training before operating 12 or 15 passenger vans and carts. This requirement applies to university-owned, leased or rented vans and carts. Departments may contact the EHSRM Office to coordinate training requirements and request vehicle safety training on an as-need basis.

8. Operator Conduct and Responsibilities

a. Drivers will comply with all applicable traffic laws and regulations.

b. Do NOT allow the number of passengers to exceed the authorized vehicle capacity or operate the vehicle unless all occupants are wearing seat belts.

c. Ensure only authorized passengers, as defined in section 9. a. (9), are transported in university-owned, leased or rented vehicles.

d. Do NOT allow alcoholic beverages or illicit drugs to be transported or consumed in the vehicle..

e. Do NOT smoke or allow passengers to smoke in the vehicle.

f. Use of radar or laser detection devices is prohibited.

g. Use of headphones or earphones is prohibited when driving.

h. Do NOT text message, read or compose e-mails, or use a handheld cell phone while driving.

i. Towing trailers or other equipment items must be preapproved by the Facilities Management and EHSRM offices.

j. Drivers must take a minimum of a 30-minute break, at which time the vehicle is not in motion, at least every four hours.

k. Citations for all traffic violations will be the personal responsibility of the operator. Approved drivers must notify their supervisors when they have received any type of citation relating to vehicle operation (on or off the job).

9. University Vehicle Reservations

a. Reservations and Use Policy:

(1) Approved Driver

Drivers of university vehicles must be approved to drive prior to scheduled trips.

(2) Vehicle Request Form

Departments are encouraged to call the Department of Facilities Management in advance to verify that vehicles are available. This verification should not be considered a vehicle reservation until the director of facilities management or designee has received all the required forms. All requests will be made using the *University Vehicle Request* Form (Attachment D) by the department head requesting the vehicle. Do not send requests to the Travel Coordinator. Incomplete, unauthorized or telephone requests cannot be honored. Please refer to the Facilities Management website under Process for Renting University Vehicles for information of rates.

(3) Reserving Vehicles

Contact the Department of Facilities Management to reserve mid-buses, passenger vans, or other vehicles available for university use on a first come, first served basis.

Vehicle requests for vans must be submitted on approved forms at least three (3) working days prior to check-out time.

Vehicle requests for the mid-buses must be submitted at least seven (7) working days prior to the check-out time; however, last minute requests will be honored as long as the bus is ready for service and available.

If vehicles are not available in the university fleet, it shall be the responsibility of the department to reserve a rental vehicle with the university's contracted company or with a commercial bus service.

(4) Cancellation charges

Departments are subject to a $25.00 cancellation fee unless the cancellation was made because of weather conditions or unforeseen emergency circumstances. Approval to waive cancellation charges must be presented in writing to the director of facilities management. If a vehicle is not returned by the stated time on the request form, departments will be charged $25.00 per day or each part of the day for which the vehicle is overdue.

(5) Picking Up Vehicles

The faculty or staff driver whose name is on the vehicle request form as the scheduled driver must pick up the vehicle. The department requesting the vehicle(s) and the designated driver(s) will be responsible for the care of the vehicle(s). The department will be responsible for insuring that all drivers are approved to drive by the university. Vehicles must be picked up during normal working hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. Requests for special vehicles will be honored, unless conditions or situations exist that will require a change. The Department of Facilities Management reserves the right to change vehicles, when necessary.

(6) Pre-trip Check List

A pre-trip check list must be obtained in the Office of Facilities Management, completed and signed by the person designated and approved to drive the vehicle.

(7) Returning of the Vehicles

Vehicles can be returned to the Department of Facilities Management (24) twenty-four hours a day. After hours, please park vehicles in front of the office and put keys in the drop slot at the front door. During working hours, drive the vehicle inside the yard to the yellow line by the "Return Vehicle" sign next to the fuel tanks. Should a vehicle be returned with any damages, the cost to repair the damages will be estimated. The cost to repair the damages may be charged to the department that was responsible for the vehicle at the time of the damage. It is the policy to repair any damaged vehicle to its original condition.

(8) Drivers for Mid-bus

The renting department will be responsible for scheduling and paying the drivers for the mid-buses. IDT's will be used to recover the costs of the drivers.

(9) Unauthorized Passengers and Materials

All trips involving university vehicles are for official state business. Spouses, children, or friends may not travel in university vehicles. Any exception to this policy must be approved through the appropriate channels. Hazardous or flammable materials are only authorized to be transported in approved vehicles. Alcoholic beverages or illicit drugs are not to be transported or consumed in university vehicles.

10. Operating 12 and 15 Passenger Vans

a. Van Operator Qualifications

(1) Must meet the driver eligibility criteria defined in section 6. a. above;

(2) Must be at least 20 years of age and have held a valid license for at least two years;

(3) Must not have more than one moving violation in the last 18 months;

(4) Must complete initial passenger van driver training course; and

(5) Must complete van-specific refresher training every two (2) years.

b. Van Operating Requirements

(1) Only experience drivers who understand and are familiar with the handling characteristics of vans, especially when fully loaded, may operate vans;

(2) An inspection shall be completed using the *12 or 15 Passenger Van Inspection Checklist* (Attachment C) that will be kept in the vehicle at all times;

(3) Physical damage or missing or inoperable equipment must be reported to a supervisor and the Office of Facilities Management. The van must not be operated until approved by facilities management;

(4) Seat belts/restraints shall be properly used by all occupants while the vehicle is in motion; and

(5) Assign a navigator to sit in the front passenger seat and remain alert to assist the driver with observing traffic, maps/directions, communications, etc.

c. Van Operating Restrictions

(1) 12 and 15 passenger vans may be used to carry the maximum capacity of occupants while operating on campus;

(2) 12 and 15 passenger vans will NOT be used to transport more than nine (9) occupants (including the driver) at one time while off campus with the following exception;

(3) 12 passenger vans that are equipped with Electronic Stability Control (ESC) or Traction Control System (TCS) may carry 12 occupants (including the driver) while off campus;

(4) Van operators shall NOT use a cell phone (including hands-free devices) while driving;

(5) An additional certified van operator shall be assigned for trips exceeding 350 miles one way;

(6) Van operators shall not drive more than 10 hours in a 24-hour period; and

(7) Van operators shall take a mandatory 15-minute rest break every two (2) hours

d. Van Loading and Towing Requirements

Failure to properly load occupants and cargo can increase the potential for loss of control during emergency maneuvers and the risk of rollover.

(1) Load passengers from the front to the back and attempt to have everyone sit in seats that are in front of the rear axle;

(2) Place small suitcases and other like items under the seats to help distribute the weight. Items placed in the rear cargo area should be relatively light, not stacked above the seat back, and properly secured.

(3) Do NOT use roof racks or strap cargo to the roof of the van.

(4) Do NOT attach rear receiver hitch cargo tables or baskets to the van. Wheelchair lift or ramp attachments may be used but must be approved by the Department of Facilities Management.

(5) Whenever possible, towing trailers behind fully loaded vans should be avoided. A separate vehicle should be used for towing.

(6) Towing must be approved by the Facilities Management and EHSRM offices to validate the capabilities of the van, trailer, and driver.

11. Operating Carts

All electric or gas-powered golf carts, hereafter "carts," operated by students, faculty, staff, visitors, and contractors/vendors must be utilized in a safe manner. Failure to follow these procedures or follow the rules of the road for the State of Texas could result in suspension of an operator's cart driving privileges.

a. To be eligible to operate a cart on university property, employees must meet all of the following requirements:

(1) Must meet the driver eligibility criteria defined in section 6. a. above,

(2) Must be using the vehicle to conduct official university business, and

(3) Must successfully complete initial cart training and refresher training every two (2) years.

b. Carts must meet the minimum safety criteria:

(1) All new cart acquisitions must be coordinated with the Office of Facilities Management to ensure they comply with the minimum safety features provided by the National Highway Traffic Safety Administration (NHTSA) and the Texas Transportation Code (TTC).

(2) The purchase of used, remanufactured, or transferred (from another department) carts not meeting the NHTSA and/or TTC standards is prohibited unless the department has funding to bring the cart into compliance.

(3) All original safety equipment must be kept in good working order.

c. The following equipment is required on all carts and must be operable:

(1) Two (2) headlights,

(2) Two (2) tail lights/brake lights,

(3) Side reflectors; two (2) in front and two (2) in the rear,

(4) Parking brake,

(5) Turn signal indicators,

(6) Reverse warning signal,

(7) Horn,

(8) Rearview mirrors, and

(9) Slow-moving vehicle emblem.

d. Cart operators will adhere to the following safety procedures as a minimum:

(1) Ensure passengers remain seated and body parts are inside the cart while in motion.

(2) Adhere to the passenger and/or tow capacity of the cart.

(3) Operate carts from the driver's seat at all times.

(4) Operate carts at a safe speed based on terrain and weather conditions and do not exceed 15 mph.

(5) Operate carts on campus property using sidewalks or other hardened surfaces to travel.

(6) Avoid the campus mall and other congested areas during heavy pedestrian traffic.

(7) Always yield the right-of-way to pedestrians.

(8) Do not wear headsets, earphones, or use cell phones while operating carts.

(9) Do not operate carts inside facilities.

(10) Use headlights when operating carts during hours of darkness or reduced visibility such as fog or rain.

(11) Use extreme caution when towing; ensuring the cart is capable and equipped to tow and the trailer has a slow-moving vehicle emblem attached.

(12) When leaving the cart unattended, set the brake, secure the keys, and do not block roads, sidewalks, facility entrances or ADA ramps.

e. The city Traffic Control Code authorizes carts to be operated on city streets provided the following requirements and restrictions are met.

(1) Carts will be equipped as prescribed in section 11. C.

(2) A current registration decal must be affixed to the rear of the cart.

(3) Carts may not be operated on city streets where the posted speed limit is more than 30 miles per hour.

(4) Carts may not be operated on city streets when visibility is impaired or there is insufficient light to see objects at a distance of 500 feet away.

f. Departments wishing to operate carts on city streets will need to coordinate registration with the Office of Facilities Management and EHSRM.

(1) Carts are required to be inspected and registered annually.

(2) EHSRM will coordinate proof of ownership and auto liability coverage for registration applications and schedule inspections with the city.

(3) The Office of Facilities Management will ensure the carts are properly equipped and conduct any required maintenance at the department's expense to bring the carts into compliance.

(4) Departments are responsible for registering the cart with the city and paying the annual fee after passing the inspection.

g. In addition to city requirements, cart operators must adhere to the following guidelines;

(1) Carts should only be operated on city streets when absolutely necessary.

(2) Carts should be operated on the far right-hand side of the street using extreme caution while obeying all traffic laws.

(3) City streets should be crossed at intersections or pedestrian crosswalks.

(4) Carts will normally be operated on Van Buren Street, Vanderventer Avenue, Varsity Drive, and Victory Lane to conduct university business.

(5) Carts may cross but are not authorized to be operated on South Jackson Street, South Johnson Street, or West Avenue N under any circumstances.

h. Departments are responsible for ensuring their carts and designated cart operators are in compliance with all requirements. Departments will also be responsible for damages and repairs to carts.

i. The name and telephone number of the university department and university identification number (provided by the Office of Facilities Management at the department's expense) must be displayed prominently on university-owned carts. Contractors and other non-affiliated companies, corporations, etc., must display company name or identification information on their carts at the owner's expense.

j. Personally owned carts are prohibited from operating on university property unless arrangements are made with the Special Events Office and University Police; however, special consideration will be given to ADA accommodations.

12. Operating Utility Vehicles

Departments may procure utility vehicles, such as the Kawasaki Mule or John Deere Gator. These vehicles are not designed or authorized to be operated on city streets.

a. Utility vehicle operators must meet all the requirements in section 11. (a) to operate a utility vehicle; including completing initial and refresher cart training.

b. Utility vehicle operators shall adhere to the safety procedures in section 11. (d).

c. The following equipment is required on all utility vehicles and must be operable.

(1) Headlights,

(2) Parking brake,

(3) Side reflectors, and

(4) Slow-moving vehicle emblem.

d. Utility vehicle operators must cross South Jackson Street at the east side entrance of the Junell Center and use the pedestrian crosswalks to cross South Johnson Street.

e. Departments are required to provide vehicle-specific training on the pre-operation checks/inspections and operating controls and instructions unique to these vehicles.

13. Renting, Leasing, or Chartering Vehicles

a. University travelers should contact the Travel Office for approved vendors and the rules for paying for rented, leased, or chartered vehicles.

b. Drivers must be approved to drive prior to renting or leasing a vehicle.

c. Reservations must be made by an accountable employee in the department or by the Travel Office (when requesting prepayment of services). Students and temporary/casual employees are not authorized to reserve vehicles.

d. Employees can use a state corporate travel card or personal credit card to reserve vehicles. The company cannot accept purchase orders to reserve vehicles.

e. Travelers should be following the guidance in OP 70.04 to seek reimbursement for travel related expenses.

f. Personal Accident Insurance (PAI) must be purchased through the rental company for students traveling in vehicles who are not university employees.

g. Departments are prohibited from renting or leasing 15-passenger vans to conduct official university business unless they are people movers, mini buses, or similarly designed.

14. Privately Owned Vehicles

Employees who use a privately owned vehicle for travel to and from activities and events organized and/or sponsored by the university are expected to follow the safety guidelines set out in these procedures. They must have a valid state driver's license, adequate motor vehicle insurance (state minimum auto liability coverage), and a current state inspection sticker on their vehicle.

If employees or students use their privately owned vehicle to transport other passengers, they should be informed, in advance, that their personal insurance will be primarily responsible for any liability that may arise from such use. Departments that authorize trips in privately owned vehicles are responsible for ensuring compliance with these requirements.

15. University Liability Insurance

The university carries insurance for vehicles used for road trips, work fleet vehicles, and yard equipment. If an employee is at fault for an accident while traveling on state official business, the employee is covered under workers' compensation. Volunteers are not covered by workers' compensation and their personal insurance will be primarily responsible for any liability that may arise while driving for the university. Contact the EHSRM Office for additional insurance information.

16. Trip Insurance

Angelo State University does not provide trip accident insurance for individuals not employed by the university. Contact the EHSRM Office regarding optional trip insurance, which is available at a reasonable cost.

17. Vehicle Safety

It is recommended that operators of rental vehicles, including privately owned vehicles used on official business, have an emergency road kit, carry water containers, a state of Texas map, and a personal cellular phone. Emergency road kits may be checked out at the Office of Facilities Management. The department will be charged for the kits that are not returned to the Office of Facilities Management. An emergency road kit includes the following:

a. First Aid Kit,

b. Fire Extinguisher,

c. Flashlight,

d. Traffic Control Devices (roadside reflectors, flares, etc.).

18. Vehicle Security

a. The security of university vehicles and their contents is the responsibility of the operator. When vehicles are left unattended for any reason, remove the keys from the ignition, set the parking brake, and lock the vehicle.

b. Vehicles that become disabled on the road will be secured with all possible precautions taken to prevent theft or vandalism. In the event that a vehicle cannot be secured in its present location, the driver will have the vehicle towed to a facility where it can be secured until assistance arrives. The operator is responsible for vehicle security. Vehicles will not be left along highways or in any area where vandalism would be easily accomplished.

19. Out-of-Country Use of University Vehicles

The department head must contact the Office of Facilities Management at least thirty (30) days prior to request to use a university owned vehicle to travel out-of-country. The request will be coordinated with the EHSRM Office for approval and the department may incur a charge for additional insurance coverage.

20. Commercial Travel

a. All faculty, staff, and students traveling by commercial carrier on official university business or activities will use only those commercial vehicles and operators that are certified to operate under 49 United States Code, Subtitle VI, Part B; 49 Code of Federal Regulations, Subtitle B, Chapter III, Subchapter B; and Texas Transportation Code, Title 7, Subtitle F. In addition, all commercial vehicles used pursuant to this provision must be operated, at a minimum, by operators who are fully qualified and insured in the vehicle being operated.

b. All faculty, staff, and students traveling on official university business or activities will use only those aircraft operators that comply with the travel regulations contained in the Texas Appropriations Act and other applicable laws. They will also comply with all federal laws regulating travel and the rules of the specific carrier to include laws and rules regarding carry-on baggage and baggage weight restrictions.

c. Departments should contact the EHS&RM Office to coordinate air travel and insurance requirements for non-commercial aircraft operators.

21. Vehicle Accident/Incident Procedures

In the event of a vehicle incident such as a flat tire or vehicle breakdown, notify the responsible agency. For university owned vehicles, contact the Office of Facilities Management at 325-942-2355 or if rented/leased, contact the company at the number provided for roadside assistance on the agreement form. The employee or sponsor accompanying the students will also notify his/her department to provide an update on the travel itinerary.

In the event of a vehicle accident, immediately assess the seriousness of the situation and call 911 to report your location and the nature of any injuries and/or damage to vehicles or property.

a. On-campus Occurrences

If the vehicle accident is serious, immediately call 911 to report the situation. If the accident is minor, immediately notify University Police at 325-942-2071. It is the responsibility of the department to which the university vehicle is assigned to obtain a copy of the University Police Accident Report and forward it to the EHSRM Office as soon as possible.

b. Off-campus Occurrences

Should a vehicle accident occur off-campus, either in or out of the state of Texas, it should be investigated by the law enforcement agency having jurisdiction. It is the driver's responsibility to notify the applicable law enforcement agency, request it accomplish a report, and obtain the report number. The department will provide a copy of the written law enforcement accident report to the EHSRM Office as soon as possible. The employee or sponsor accompanying the students must contact his/her department to provide an update on the travel itinerary.

c. All Occurrences

The EHSRM Office is responsible for processing reports and related insurance claims for all motor vehicle accidents.

(1) The responsible department will contact the EHSRM Office as soon as possible to provide an initial report. Additionally, the department should obtain a copy of the accident report from the applicable law enforcement agency and send with the completed *Vehicle Accident Investigation Form* (Attachment E) and the *Vehicle Accident Witness Statement* (Attachment F) to the Office of Environmental Health, Safety & Risk Management, ASU Station 10912, San Angelo, TX 76909 within three (3) business days of the accident occurrence.

(2) Should the accident not be the fault of the university driver, an attempt will be made to collect for damages to university property.

(3) If reasonable suspicion exists that the driver involved in the accident is under the influence of drugs or alcohol, the employee must submit to a breath alcohol test within two hours of the accident and produce a urine sample for drug testing within 32 hours of the accident.

Employees found to be negligent in the use of a university vehicle are subject to administrative action and possible suspension of driver authorization.

[Major revisions: January 15, 2014]

Attachment A: *Driver Approval Request Form*
Attachment B: *Driver Rating Evaluation Form*
Attachment C: *12 or 15 Passenger Van Inspection Checklist*
Attachment D: *Vehicle Request Form*
Attachment E: *Vehicle Accident Investigation Form*
Attachment F: *Vehicle Accident Witness Statement*