



Angelo State University
Operating Policy and Procedure

OP 72.01: University Vehicle Policy

DATE: September 1, 2007

PURPOSE: The purpose of this Operating Policy and Procedure (OP) is to set forth legislative travel regulations from the General Appropriations Acts of the Texas Legislature and the policies of Angelo State University

REVIEW: This OP will be reviewed November of each odd-numbered year by the Fleet Manager with recommended revisions forwarded through the appropriate channels to the Vice President for Administration and Finance by December 1.

POLICY/PROCEDURE

All employees who will drive for the University must comply with the following policy and procedures.

1. Driver Eligibility

To be eligible to drive University or rental vehicles, drivers must meet all of the following criteria:

- Must be a University employee,
- Must be 21 years old or older,
- Must possess a driver's license that is required by state law, and
- Must be approved to drive by the University.

To be approved to drive for the University, first time drivers must submit a "Driver Approval Request" form (see Attachment A) to the Environmental Health, Safety and Risk Management Office at least five (5) days prior to the date of travel. A Motor Vehicle Report (MVR) will be requested and evaluated, according to the University's point assessment. Employees cannot possess more than seven (7) points in traffic violations for the last three years. (See Appendix C) A MVR will be requested and evaluated annually on employees who operate University vehicles on a regular basis.

2. Vehicle Safety Training

In the Texas Traffic Safety Act of 1995, Angelo State University is required to provide vehicle safety training to all our employees. Employees that will be driving University vehicles or rental vehicles are to contact the EHS&RM Office regarding this training.

3. University Vehicle Reservations

- a. Reservations and Use Policy:

i. Approved Driver

Drivers of University vehicles must be approved to drive prior to scheduled trips

ii. Vehicle Request Form

Departments are encouraged to call the Fleet Manager at Facilities Management in advance to verify that vehicles are available. This verification should not be considered a vehicle reservation until the Fleet Manager has received all the required forms. All requests will be made using the "University Vehicle Request" form (See attachment B) by the department head requesting the vehicle. A "Travel Authorization Request" form must be attached to the vehicle request form and sent directly to the Facilities Management Department. Do not send requests to the Travel Coordinator. Incomplete, unauthorized or telephone requests cannot be honored.

iii. Reserving Vehicles

Facilities Management has two (2) mid-buses, (1) 7-passenger vans, available for University use on a first come, first served basis.

Vehicle requests for vans and flatbed trucks 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 to allow the Fleet Manager time to schedule drivers.

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.

iv. Cancellation charges

Departments may be subject to a \$25.00 charge, if a cancellation is not made (12) twelve hours in advance of the stated check-out time. 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.

v. 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 Facilities Management 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. Facilities Management reserves the right to change vehicles, when necessary.

vi. Pre-trip Check List

A pre-trip check list must be completed and signed by the person designated and approved to drive the vehicle.

vii. Returning of the Vehicles

Vehicles can be returned to 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 "Return Vehicle" sign next to the fuel tanks. Should a vehicle be returned to the Facilities Management 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 of the Facilities Management to repair any damaged vehicle to its original condition.

viii. Drivers for Mid-bus

The Facilities Management 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.

ix. Unauthorized Passengers and Materials

Since all trips involving University vehicles are for official state business, spouses, children or friends cannot travel in University vehicles. Any exception to this policy must be approved through the appropriate channels.

4. University Liability Insurance

The University carries liability insurance in the amount of \$1,000,000 for vehicles used for road trips and \$500,000 on 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 worker's compensation and their personal insurance will be primarily responsible for any liability that may arise while driving for the University.

5. Reserving Vehicles with the Rental Company

- a. The driver must be approved to drive prior to reserving a rental vehicle by the University.
- b. Reservations for rental vehicles must be made by a regular employee in the department. Students and temporary employees cannot reserve rental vehicles.
- c. Employees must use a state corporate travel card or a personal credit card to reserve rental vehicles. The rental company cannot accept purchase orders to reserve vehicles.
- d. The rental company will not charge state taxes for trips that are business related.

- e. Employees must purchase, through the rental company, Personal Accident Insurance (PAI) for students traveling in rental vehicles that are not University employees.

6. Operator Conduct and Responsibility

- a. Drivers will comply with all applicable traffic laws and regulations.
- b. Before departure, the driver must make certain the passengers are aware of the posted load limits, passenger seat belt requirements, and smoking restrictions.
- c. The driver and/or sponsor shall confront rowdy or disorderly behavior by the passengers that may cause driver distractions.
- d. Driving while smoking or under the influence of impairing drugs or alcohol is prohibited.
- e. Use of radar or laser detection devices is prohibited.
- f. Use of a headphone, cell phone or earphone is prohibited when driving.
- g. Each approved driver must take a minimum of a 30-minute break, at which time the vehicle is not in motion, at least every four hours.

7. Privately Owned Vehicles

Employees who use a privately owned vehicle or any vehicle other than a rental vehicle for travel to and from activities and events organized and 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, and a current state inspection sticker on their privately owned vehicle.

If employees or students use their own vehicles, and/or transport other students as 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.

8. Accident Guidelines

The driver will comply with the following accident guidelines:

- a. Stop immediately and notify local police so that an official report can document the accident.
- b. Take the necessary steps to prevent another accident.
- c. Call a doctor, ambulance, or emergency medical team, if necessary. Render aid to the injured until help arrives.
- d. Contact the rental company for road side assistance at the number provided on the rental form.

- e. Get names, addresses, and phone numbers of all witnesses.
- f. The advisor accompanying students will notify the University Police Office about the accident by calling the University Police at 325-942-2071.

9. Accident Review

The mechanism for reviewing vehicle accidents involving Angelo State University drivers was provided by the ASU University Police. An appropriate review committee, appointed by the ASU Police Chief, shall determine whether there was anything the driver could have reasonably done or anticipated that would have prevented the occurrence. The review team or individual may recommend to the appropriate administrator one or more of the following:

- a. A cautionary letter,
- b. Enrollment in a defensive driving course,
- c. Restricted use of rental vehicles,
- d. Attendance in a traffic court with written report of proceedings,
- e. Assessment of part or all damage cost to university property
- f. Transfer to non-driving status, or
- g. Other disciplinary action, up to and including dismissal from the university.

If this recommendation results in any type of personnel and/or disciplinary action, Angelo State University will follow established policies and procedures pertaining to that type of personnel action.

10. 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 can 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. Approved Fire Extinguishers
- c. Flashlight
- d. Traffic Control Devices (roadside reflectors, flares, etc.)

11. Incident/Breakdown Guidelines

This section contains incident/breakdown guidelines for employees. The information in this section is mandatory and constitutes university policy and procedures. If an incident or breakdown occurs, the rental company must be contacted at the number provided on the

rental form for roadside assistance. The advisor accompanying the students will also notify the University Police about the incident/breakdown at 325-942-2071.

12. Commercial Travel

Employees traveling by commercial transportation must comply with all Federal laws regulating travel and the rules of the specific carrier. This includes laws and rules regarding carry-on baggage and baggage weight restrictions.

Attachment A: [*Driver Approval Request*](#)

Attachment B: [*Vehicle Request Form*](#)