



POLICY TITLE	Fleet Operations	Policy Number	405
Section	Facilities, Operations, and Information Technology	Approval Date	October 14, 1993
Subsection	Safety, Security, and Vehicles	Effective Date	October 14, 1993
Responsible Office	Office of the Vice President of Finance and Administration		

1.0 PURPOSE

2.0 REFERENCES

3.0 DEFINITIONS

3.1 Vehicle: All passenger and service vehicles which must be registered and licensed with the Utah Department of Motor Vehicles and certain other vehicles designated by the Vice President of Finance and Administration .

4.0 POLICY

4.1 Vehicle Ownership, Acquisition, and Disposal

4.1.1 Except for specialty instructional vehicles, all motor vehicles owned or leased by the University shall be held under the management and control of Fleet Operations which is administered by the Vice President of Finance and Administration .

4.1.2 Vehicle acquisition (through Purchasing), maintenance, and licensing of all motor vehicles shall be performed by or at the direction of Fleet Operations.

4.1.3 Fleet Operations shall determine the type of motor vehicles to be purchased and made available for departmental use. Department needs shall be considered as well as the vehicle record for reliability, low maintenance cost, and fuel economy.

4.1.4 Fleet Operations shall determine when disposal of university vehicles should occur. Vehicles no longer needed, no longer serviceable, or scheduled for replacement shall be sold and proceeds from the sale, less costs, shall be returned to Fleet Operations.



4.2 Vehicle Identification

4.2.1 University vehicles shall be of a color selected by Fleet Operations, shall bear the state seal and/or university logo on both doors, and must bear exempt (EX) plates; however, for good cause, designated vehicles may be specifically excepted from one or more of these requirements as allowed by state statute with the approval of the Vice President of Finance and Administration.

4.3 Daily Rentals

4.3.1 Reservations for vehicles shall be made by contacting Fleet Operations. Each user must obtain appropriate departmental authorization before a vehicle will be furnished. Charges for use of these vehicles will be based on a combination of daily and/or mileage charges. Vehicles are assigned on a first-come, first-served basis.

4.3.2 Keys for the vehicles are kept in Fleet Operations office where they may be picked up between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Because the vehicles are constantly being used and because of service requirements, keys may not be picked up until just prior to the reservation time.

4.3.3 Vehicles are to be returned to areas designated for Fleet Operations vehicles. Keys, trip tickets, and credit cards should be returned to the Fleet Operations office or key return box if the office is locked. It may be that the vehicle to be driven is scheduled to another driver immediately upon the scheduled return. On-time return of the vehicle is essential.

4.3.4 If a vehicle has been reserved and is not picked up and notification has not been given to Fleet Operations, the department shall be charged the minimum daily fee. If the vehicle is kept beyond the scheduled return date, similar penalties shall be assessed.

4.4 Leasing

4.4.1 Regardless of lease plan used, charges shall be set by Fleet Operations, consistent with the purchase price, maintenance, gas and oil, and resale price.

4.4.2 Long-term Lease

4.4.2.1 Vehicles will be leased for a negotiated period of time. The lease amount will include amortization of the vehicle cost (adjusted for inflation) less estimated residual value, insurance, and all operating, maintenance, inspection, and repair costs excluding gas and oil. The cost of gas and oil shall be borne by the lessee. Each month the lessee will be billed a pro rate portion of the total lease cost.

4.4.3 Short-term Lease

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4.4.3.1 This plan provides vehicles on an individual trip basis (daily, weekly, or monthly). The type of vehicle in the "trip fleet" will be determined by Fleet Operations.

4.5 Extraordinary Wear and Tear

4.5.1 If it is determined by Fleet Operations, upon the basis of prior experience or other relevant factors, that a department's use of motor vehicles will result in unusual or extraordinary wear and tear, the normal lease rates may be increased to offset the resulting additional costs.

4.5.2 If unusual wear and tear, not offset by special lease rates, is evident at the time of disposition of a vehicle, the using department may be charged for the difference in value of the vehicle in its condition and the expected value if the vehicle had not been subjected to such unusual wear and tear.

4.5.3 Anyone consistently abusing Fleet Operations vehicles will be restricted from Fleet Operations usage.

4.6 Approved Drivers

4.6.1 University-owned vehicles are to be driven only by authorized university employees and approved students for official university business.

4.6.2 University vehicles shall not be used for personal business, side trips, or commuting to and from an employee's or student's residence.

4.6.3 Family members (a spouse or other family member) may accompany an employee or a student who is driving a university vehicle. Injuries that occur to non-employees or to non-students as a result of traveling in a university vehicle are covered first by the driver's private auto insurance and then by university insurance. No meals, lodging, or other expenses will be paid for the family member who travels with an employee or a student in a university vehicle.

4.6.4 A valid driver's license which has been approved by Fleet Operations must be in the driver's possession when driving a university vehicle.

4.7 Citations

4.7.1 Any university employee or student who has been properly assigned the responsibility of driving a university-owned vehicle shall be responsible to legally satisfy any legal traffic citation issued where the university-owned vehicle is involved, whether for a standing or moving violation, except when received for the mechanical condition of the vehicle. In the event the University incurs any costs or expenses in connection with a traffic citation not properly discharged by the employee or student, the same shall constitute an obligation of the employee or



student to the University to be satisfied in accordance with the rules and regulations of the University, or as may be provided for by law.

4.8 Accidents

4.8.1 Accidents involving university vehicles must be reported to the Fleet Operations Director as soon as possible, but not later than 48 hours after the accident. This report will include filing an accident report, obtaining pertinent additional facts from the driver, and acknowledgment of the accident by the department head. The department's employee, or the employee's insurance company, is responsible for the cost of the repairs for accidents caused by negligence or the employee's failure to have an officer investigate the accident. If for some reason a negligent employee does not pay for repairs to the University vehicle, the employee's department will be responsible for the cost of repairs. When the accident is the fault of the driver of the other vehicle, the University will attempt to collect from the other driver's insurance company. If the University is unable to collect from the insurance company, or the other driver does not have insurance or resources, the employee's department will pay for the cost of repairs.

5.0 PROCEDURES

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity