

STOCKTON UNIVERSITY



PROCEDURE

Use of University-Owned Vehicles

Procedure Administrator: Vice President for Facilities and Operations

Authority:

Effective Date: August 24, 1980; April 7, 1981; October 8, 2009; November 22, 2010; September 10, 2020

Index Cross-References: Procedure 6412 - Travel Procedure

Procedure File Number: 6830

Approved By: Dr. Harvey Kesselman, President

The University maintains a central pool of vehicles available for the use of University employees for official travel. The responsibility for the control of all University central pool vehicles is assigned to the Manager of Parking and Transportation Services. In limited cases, Divisional Executives may maintain responsibility for the scheduling of department-owned vehicles.

USE OF VEHICLES:

University-owned vehicles may be used for official travel when available if travel is not to exceed an approximate 200-mile radius. University employees may also use their personal vehicle for official travel and submit a Travel Expense/Payment Voucher Form for reimbursement with preapproval by the employee's Divisional Executive or designee. If the number of vehicles available cannot meet all requests, vehicle allocation will be prioritized to support core University functions, especially activities in Academic Affairs, Enrollment Management, and Athletics. Beyond these designated priorities, remaining vehicles will be scheduled by Fleet Management on a first-come, first-serve basis.

Fleet vehicles cannot be used for personal use or non-University related activities. Examples of prohibited use include but are not limited to: transporting friends or family members and social events or meetings and conferences where the University is not being officially represented. The Manager of Parking and Transportation Services or designee will make the final decision as to whether an employee may use a vehicle.

VEHICLE REQUESTS:

All vehicle requests must be submitted at least one week in advance using the University's online Vehicle Request Form. The requestor must provide the driver of the vehicle's name and the driver must pick up the vehicle. Specific vehicles may be requested, but final assignment will be made by the Manager of Parking and Transportation Services or designee based on the overall needs of the University during the requested time.

VEHICLE RESERVATIONS:

Reserved vehicles must be picked up and returned to the Office of Plant Management, Building 70 located on Vera King Farris Drive, unless instructed otherwise. All University vehicle reservations must include a specific destination, including a street address, as well as times of pick-up and estimated return within an hour. If a vehicle is not picked-up within one hour of the time scheduled, the reservation will be canceled. It is important that vehicles be returned by the time originally scheduled as others may be waiting to use the vehicles. Repeated cancelled reservations and/or late vehicle returns may result in the suspension of an employee's use of University-owned vehicles for up to one year.

With adequate notice provided, the Office of Plant Management may be able to provide a driver for some trips. The department requesting the driver will be responsible for any associated costs for the driver, including meals and lodging.

University-owned vehicles may not be checked out for overnight use unless the travel involves overnight lodging and appropriate travel forms have been submitted and preapproved, or a written exception has been granted by the Manager of Parking and Transportation Services or designee.

For safety reasons, no single driver of fleet vehicles may exceed 5 hours of continuous driving or 10 hours of driving in a 24-hour period.

A chartered bus is required for any group exceeding twenty people.

A designated University credit card for the purchase of fuel and oil will be provided to the Employee Driver of a University-owned vehicle being used for official travel. When the fuel credit card is used, a copy of the sales receipt must be turned in to the Office of Plant Management. University fuel credit cards are the property of the University and are to be used for University fleet vehicles only.

APPROVED DRIVERS:

Full-time, part-time, and adjunct University employees possessing a current driver's license valid in the United States are eligible to reserve and operate University-owned vehicles. To be designated as an approved Employee Driver, applicants must submit a signed copy of the Use of University Owned Vehicle Regulation and Release Form and complete the Employee Driver Training module. The training module must be completed every three years. Completion of the reservation, training, and approval process may take up to 10 business days, and applicants should plan accordingly. Applicants are not permitted to drive fleet vehicles until their training is complete and their application approved.

A safe driving record is required to use the University's fleet vehicles. The Manager of Parking and Transportation Services will request every driver's state abstract reports to verify compliance with the safe driver criteria identified by NAFA Fleet Management Association, as follows:

- Drivers must have a current and valid United States driver's license.
- Drivers must not have two or more driving incidents in the past 24 months, including, but not limited to:
 - two moving violations
 - two accidents

- a combination of one moving violation and one accident (unless it is a single incident)
- Drivers must not have more than one major violation (as defined by the New Jersey Department of Transportation (NJDOT)) in the past 12 months, to include, but not limited to:
 - excessive speeding (15 mph or more above the posted limit)
 - reckless driving
 - improper or erratic lane changes
 - following a vehicle too closely
 - distracted driving
- Drivers must not have had their driver's license revoked or suspended within the last 5 years.

Student drivers may be permitted to operate a fleet vehicle subject to compliance with the above safe driver criteria and the following additional criteria:

1. Student driver must be at least 21 years of age and have 3 years of driving history.
2. Student driver must drive under the direct supervision of an approved Employee Driver who is either in the same vehicle or leading a convoy of vehicles for trips more than 10 miles. A student driver is permitted to drive without the direct supervision of an approved Employee Driver for trips under 10 miles, or for University-sponsored activities on the Atlantic City campus and Nacote Creek Marine Field Station.
3. Student drivers **are not** permitted to drive 15-passenger vans or vehicles that require a CDL license.

Student drivers who are also employees of the University may be permitted to operate a fleet vehicle subject to compliance with the above safe driver criteria and the following additional criteria:

1. A staff member supervising the student must be on duty at the time the vehicle is operated.
2. Vehicles may only be operated on the Galloway campus and the vehicle under operation must not leave the Galloway campus while being operated by a student employed by the university.
3. The vehicle must be used for purposes of their student employment.

EMPLOYEE DRIVER'S RESPONSIBILITIES:

Upon completion of any trip, the approved Employee Driver will ensure the following:

- Vehicle is refueled
- Vehicle is cleaned out completely (i.e., remove trash, grass, dirt, etc.)
- Notify of any damage or concerns (e.g., chipped/cracked windshield, check engine light, etc.)
- Fuel card returned at designated location

- Vehicle keys are returned to designated location (ex. Plant Management, Police Station)
- Vehicle is returned to the designated fleet parking area

All fleet vehicles are readily identified as Stockton vehicles. As University representatives, all drivers are expected to drive courteously and defensively to provide safe transportation for our students and employees. Aggressive driving will not be tolerated and may result in disciplinary action. Drivers must wear seatbelts and must ensure that all passengers are wearing seatbelts before operating any fleet vehicle. Drivers must obey posted speed limits and are prohibited from texting while driving. Radar detectors are not permitted in any fleet vehicle.

Cargo in vans should be stored in the dedicated storage areas. However, if cargo must be stored in the cabin areas, the following rules must be followed:

- Objects cannot obscure vision to the front, left, or right of the driver.
- Objects cannot interfere with free movement of the driver's arms and legs.
- Objects cannot block emergency equipment.
- Objects cannot impede entry to or exit from the vehicle.

Drivers are not permitted to transport any hazardous materials in any fleet vehicles. Hazardous materials include but are not limited to: flammable liquids (fuels, paints, cleaners, etc.), explosives (fireworks, unstable chemicals, etc.) or corrosive materials (batteries, acids, fertilizers, etc.).

For safety reasons fleet vehicles may not be used to haul trailers.

The Manager of Parking and Transportation Services or designee must be notified immediately of any issues pertaining to the proper operation of the fleet vehicle. Minor issues such as burnt out lights, entertainment equipment, and other non-critical functions may be documented in the post-trip inspection.

All drivers of fleet vehicles are expected to obey traffic laws, both on and off duty. The Manager of Parking and Transportation Services must be notified about any traffic offense (excluding parking offenses) within 48 hours.

The operator of a University-owned vehicle is personally responsible for vehicles assigned to or operated by them. If damages result from negligence, misuse, or abuse, the operator's department shall be charged for such damage and the driver(s) may be subject to suspension of employee driver status, and to disciplinary procedures through the Office of Human Resources, in the case of employees, and the Office of Care & Community Standards, in the case of students.

Fines for traffic, EZ Pass, and parking violations, including overtime parking, shall be paid by the operator of the vehicle(s) responsible for the violation. Fines will not be reimbursed by the University.

Damages to vehicles should be reported to the Office of Plant Management (via completion of the vehicle log sheet provided to the driver) and Campus Police Safety as soon as possible. A vehicle accident report should be completed, signed, and submitted for any accident involving a University vehicle. Both forms are available at the Office of Plant Management.

ACCIDENT REPORTING:

For accidents that involve University and non-University vehicles, the local police must be called immediately. All University employees and student drivers shall comply with all applicable laws concerning motor vehicle accidents, (i.e. reporting, not leaving the scene of an accident, etc.). If the vehicle is not drivable and must be towed away, the driver must immediately notify the Manager of Parking and Transportation or designee by phone of the name and address of the towing company and storage lot.

Any accident involving Stockton University fleet vehicles shall be reported to the Manager of Parking and Transportation Services or designee within twenty-four hours by the employee driver. Operators of University fleet vehicles may be held personally responsible for damages to the vehicle operated by them and caused by their negligence if the negligent conduct was in violation of University policy and procedure or outside the scope of their employment. If it is determined that the employee's negligence was in violation of University policy or procedure or outside the scope of their employment, the employee will be charged for such damages and may be subject to disciplinary action.

A "State of New Jersey Vehicle Accident Report" (RM-1A Form) must be completed by the employee driver and the employee's supervisor and submitted to the Manager of Parking and Transportation Services or designee and the Director of Risk Management within twenty-four hours following the accident. The police report for the accident must be included with the RM-1A form. The RM-1A form is available from the New Jersey Department of Treasury.

These regulations provide a standard of use that is consistent for all users to ensure the vehicles are ready for use and operated by safe drivers. Violations of these regulations can have an adverse effect on others ranging from inconvenience to passenger safety. The processes herein are designed to identify and correct issues in order to increase driver satisfaction and safety.

SCOPE OF PENALTIES:

An employee or student driver may have their fleet privileges suspended for up to one year if they violate any portion of this procedure.

Fleet privileges may be permanently revoked if drivers are found responsible for using a University-owned vehicle in any of the following contexts:

- Without authorization
- While under the influence of alcohol or drugs
- Being involved in a negligent homicide or aggravated assault with a motor vehicle
- Operating a vehicle with a suspended license
- Using a vehicle for commission of a felony
- Receiving citations for reckless driving, a hit and run, or other moving violations

Penalties for fleet regulation violations will be assessed on fleet usage by the Manager of Parking and Transportation Services. Fleet regulation violations which also violate Stockton University policies or procedures may be directed to other University entities

for additional consideration or action.

Appeals of assessed penalties must be submitted to the Manager of Parking and Transportation Services or designee in writing at least five (5) business days before requested use of a vehicle. All exceptions will be approved or disapproved by the Vice President of Facilities and Operations or designee.

Review History:

	Date
Procedure Administrator	05/18/2020
Divisional Executive	07/01/2020
General Counsel	08/20/2020
Cabinet	09/10/2020
President	09/10/2020