



Florida Agricultural & Mechanical University Board of Trustees Policy

Board of Trustees Policy Number: 2006-05	Date of Adoption/Revision: September 23, 2010
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Subject	Motor Pool and Vehicle Use Policy
Authority	Sections 1001.74 and 1001.75, Florida Statutes; University Regulations, Chapter 8 (Motor Pool)
Applicability	This policy pertains to all Florida A&M University (FAMU or University) owned and operated motor vehicles, all University Departments which own and operate such motor vehicles, and all University employees operating such University owned and operated vehicles.

I. Policy Statement and Purpose

This policy provides the basic guidelines regarding the acquisition, ownership and use of University owned and operated vehicles. The proper utilization of University vehicles minimizes University transportation costs and liability, and helps ensure the safeguarding of University personnel and resources. This policy seeks to provide for the safe operation of University vehicles as well as their appropriate stewardship.

- A. No University department shall purchase, lease or otherwise acquire any motor vehicle without prior written approval of the University President or the President's designee. This shall not apply to the temporary lease (less than 30 days) of a vehicle for the use of an employee to conduct normal University business where the cost does not require the use of formal competitive solicitation. If a vehicle is to be purchased with grant funds, the approval of the Vice President for Research shall also be obtained. Approval by the President or the President's designee does not relieve the department of the responsibility for complying with University purchasing rules or other laws regarding the acquisition or retention of motor vehicles.
- B. All University-owned or leased motor vehicles shall be part of the University Motor Pool. Such motor vehicles include, but are not limited to; vehicles purchased with education and general (E & G), contracts and grants (C & G) or activities and service (A & S) funds and vehicles that are donated to the University.
- C. Each University-owned or leased motor vehicle shall carry an official state license plate which is issued for each individual motor vehicle. The University logo or insignia shall be appropriately displayed on each vehicle.
- D. University-owned, leased, or rented motor vehicles shall be used only in connection with official University business and activities which officially promote the mission of the University. These motor vehicles shall be driven only by licensed drivers who are designated University Faculty, USPS, A&P, Executive Service and OPS employees. Personal use of University motor vehicles is prohibited.

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- E. All authorized operators of University-owned, leased, or rented motor vehicles shall carry a current, valid and appropriate driver's license.
- F. All authorized operators of University-owned, leased, or rented motor vehicles designed to transport passengers shall carry a current, valid and appropriate commercial driver's license. Only University faculty, staff, and OPS employees with a valid Class A, B, or C driver license with ENDORSEMENT 'P', can operate or transport personnel in vans designed to seat sixteen (16) or more passengers.
- G. The appropriate license class and endorsement for the specific type of vehicle shall be obtained from the University Risk Manager.
- H. All fines and penalties resulting from the failure to comply with federal, state and local laws, administrative rules and ordinances by an operator of a University vehicle are the personal responsibility of the vehicle operator. The University will assume no responsibility. Failure to comply with such regulations shall be considered improper use of the vehicle and could subject the operator to disciplinary action, up to and including termination.
- I. Failure to report an accident involving a University Vehicle as set forth herein shall be considered improper use of the vehicle and could subject the employee to disciplinary action, up to and including termination.

II. Definitions

- A. *Administrative Head* - the appropriate Vice President, Associate Vice President, Assistant Vice President, Director, Dean, Chair or Manager.
- B. *Department* - any College, School, department or equivalent unit.
- C. *Motor vehicle* - any automobile, watercraft, truck, golf-carton other vehicles designed for transportation of persons and construction vehicles or farm equipment.
- D. *Authorized University Official* – all University faculty, USPS, A&P, OPS and currently enrolled students who have been authorized to drive a University vehicle for university related business and activities.

III. Responsibilities

- A. **University President/President's Designee** – provide written approval for the acquisition of all University owned or leased motor vehicles; make temporary exceptions to vehicle assignments in the case of extraordinary circumstances; and provide written authorization for persons other than University officials, employees and students to travel in or use University-owned, leased or rented vehicles.
- B. **Plant Operations and Maintenance** – process and maintain all titles, license plates and vehicle numbers for University-owned and leased vehicles; maintain the Special

Assignment Vehicle Certification list; ensure the inspection, service and report of all University-owned and leased vehicles; receive reports of all unsafe vehicles conditions; and manage and assign all University-owned and leased vehicles in accordance with the following:

i. Motor Pool Assignment (Class A)

All University-owned or leased motor vehicles not otherwise assigned shall be considered Motor Pool vehicles. These vehicles shall be centrally controlled by the Office of Construction and Facilities Management and made available for specific trips and returned to the Motor Pool upon completion. Pool vehicles may not be driven to an employee's home, unless the employee is departing or returning from an official trip away from his/her headquarters under circumstances which make it impractical to use other means of transportation or when the employee needs the use of the vehicle after completion of the regular work day to conduct University business on the same day or before normal working hours on the next day.

ii. Limited Assignment (Class B)

The Associate Vice President for Construction and Facilities Management or designee may assign a University-owned, leased, or rented vehicle to a college or department which requires that an employee(s) have full-time use of a vehicle during regular working hours for 15 or more work days per month. The vehicle will remain parked at the assigned office overnight when not in use.

iii. Special Assignment (Class C)

With express written approval from the President or President's designee, the Associate Vice President for Construction and Facilities Management may assign University-owned, leased, or rented vehicles which may be driven to and from an employee's home when used for the purpose or under the conditions stated below:

- Perquisite -An employee is entitled to the use of a vehicle by virtue of his/her position and such is approved and authorized, in writing, as a perquisite by the President or President's designee.
- Law Enforcement -An employee is subject to special emergency calls from his/her residence for law enforcement.
- Emergency Service -An employee is subject to emergency calls from his/her home for the protection of life or property.

- C. **Administrative Head** – properly operate, use and maintain vehicles assigned to the specific department; provide a list of authorized operators to the University Risk Manager and Department of Environmental Health and Safety by June 10, for the upcoming fiscal year; obtain necessary approvals to acquire vehicles; confirm delivery and specification(s) compliance with the University Purchasing Department; verify that title and registration are appropriately processed by the department; obtain appropriate vehicle assignment from the Department of Plant Operations and Maintenance; maintain vehicle use logs; submit current vehicle information; report unsafe conditions

to the Department of Plant Operations and Maintenance for necessary repairs and recordkeeping purposes; and distribute this Policy to all authorized operators within his/her department. day

- D. ***University Purchasing Office*** – acquire motor vehicles in accordance with applicable University regulations, policies and procedures; upon delivery of motor vehicles, inspect, in coordination with the respective department, vehicles for compliance with specifications and damage; ensure that all required documents are provided to the FAMU Department of Plant Operations and Maintenance.
- E. ***University Property Office*** – properly tag and record vehicles in the University property records; conduct annual physical inventory of all University-owned motor vehicles; provide assistance with the disposal of vehicles as surplus property in accordance with Chapter 273, Florida Statutes; and remove motor vehicles from the University property records.
- F. ***University Risk Manager*** – maintain the official list of designated operators of University-owned, leased or rented motor vehicles with a copy of their respective driver's license; after the initial receipt of information, obtain verification of the validity of driver's licenses and special license restrictions from the Florida Department of Highway Safety and Motor Vehicles; and conduct verifications of driver's licenses and special license restrictions periodically during each fiscal year.
- G. ***Authorized University Official*** – The driver or operator of the University vehicle has ultimate responsibility for seeking and possessing information about driving safety and road regulations. The driver or operator must:
1. Have a valid driver's license.
 2. Notify his or her administrator/supervisor of any change in license status.
 3. Obtain the necessary approvals to be an Authorized University Official and complete all necessary paperwork for the use of the University Vehicle
 4. Use University vehicles for official university business and activities only.
 5. Operate a University vehicle in accordance with university regulations and applicable state laws.
 6. Assume responsibility for any and all fines or traffic violations associated with use of a University vehicle.
 7. Never release control of a University vehicle to family members, friends or others.
 8. Immediately report all accidents or vehicle damage incurred while operating a University vehicle.

IV. Vehicle Forms

- A. Service Vehicle Mileage Log (Attachment A);
- B. General Purpose Vehicle Trip Log (Attachment B); and,
- C. Operator Maintenance/Repair Checklist (Attachment C).

V. Accidents Involving University Vehicles

- A. *Accidents on Campus* – If anyone driving a University vehicle is involved in an accident on the University's campus, a report must be made immediately to the University Police.
- B. *Accidents off Campus* – If a University vehicle, including a rented vehicle, is involved in an accident off University property, the report of the accident must be made at once to the local police, sheriff, highway patrol or other jurisdictional division in accordance with law. The driver or operator shall inform Plants Operation and Maintenance, his or her supervisor and the Risk Manager of the accident, as soon as practicable, if the accident occurred in a University owned vehicle.
- C. *Rented Vehicles* - The use of rented vehicles in connection with official university business or activities is subject to the same procedures that apply to University owned vehicles if there is an accident.

VI. Related Procedures

The Associate Vice President for Construction and Facilities Management will create procedures in furtherance of this policy to govern motor pool and vehicle use activities.