

ADMINISTRATIVE PROCEDURE No. AP5605

Vehicle Procedure

Date Adopted:

Date Revised:

Date Reviewed:

References: Draft Policy dated November 17, 2006
The Support and Student Affairs Management and Maintenance Division
Meeting Minutes
University of Utah

Vehicle Identification

1. All college vehicles are to bear the college seal on the outside of both front doors or for vehicles without doors, on any other visible location on the vehicle.

Administrative Management

1. Acquisition, maintenance and licensing of all vehicles are to be performed by the Maintenance Divisions/Units (MDU) at all campuses under the direct supervision of the VP-Administration/Campus Directors.
2. The MDU are to determine the type of vehicle to be purchased taking into consideration the following factors:
 - a. Departmental needs
 - b. Budget constraints
 - c. Vehicle's recorded performance, reliability, maintenance cost and fuel efficiency.
3. The MDU are to determine when disposal of college vehicles should occur. The Policy on Disposal of Surplus Properties discussed in Business Finance 6.4 is to be applied.

Official Uses

1. College vehicles are to be used only to transport students, employees and guests on official business or to college-sponsored activities. No fare is to be charged for the transportation. College vehicles are not to be used by college employees and students for personal purposes or to transport groups or individuals not affiliated with the College, unless authorized by the VP-Administration or Campus Director.
2. College vehicles are to be returned at the designated area at the College campus promptly after each official use. The vehicle keys are to be returned to the designated office after each use. College vehicles are not allowed to be parked at an employee's residence before or after

official use, unless there is prior written permission from the VP-Administration or the Campus Director.

If this arrangement is sought, the immediate supervisor or the next higher authority is to submit a letter to VP-Administration or Campus Director justifying the request. If approved, a copy of the authorization is to be provided to the employee, the employee's immediate supervisor and the MDU. Such authorizations may not be longer than 48 hours, but may be renewed following the same procedures discussed herein.

Since Campus Directors are on-call 24 hours a day, they may request approval from the President to keep a college vehicle at their place of residence, observing strictly the policy on Official Uses.

Insurance

1. All college vehicles are to be insured for both liability and bodily injury with commercial insurers. A month before the expiration of the insurance, the Comptroller shall provide the MDU the list of vehicles for insurance coverage. The MDU shall review the list and advise the Comptroller on the vehicles that will still be enrolled. It is the responsibility of the Comptroller to negotiate with the commercial insurers and ensure that all vehicles have insurance coverage at all times.

Traffic Violations

1. Drivers of college vehicles are personally responsible for fines, forfeitures of bail, or other penalties resulting from parking and traffic violations and citations or for other infractions or violations of law involving motor vehicles when the driver is at fault.

Vehicle Accidents

1. Drivers of college vehicles who are involved in an accident are to immediately report the accident to the State Police and the Security Office (for National Campus) or the Campus Director (for State Campuses). A complete Accident Report is required from the involved driver.
2. A copy of the Accident Report, supported by a Police Report, shall be forwarded to the VP-Administration for information and copy furnished the Comptroller, who shall immediately inform the insurance company for the processing of claims.
3. When property damages and bodily injuries are involved and the driver is at fault, as determined by the Public Safety Office, the driver is to assume total liability for the accident if expenses are not covered by the college's insurance policy. However, if the accident is covered, the driver is liable for the deductible and any excess amount not covered by the insurance policy.
4. With prior approval from the President, assistance may be given to the driver at fault in

paying for damages and injuries and repayment of which shall be done through payroll deduction. The driver and the VP-Administration shall agree on the repayment schedule.

Mechanical or Safety Defects

1. Mechanical or safety defects are to be promptly reported to the MDU.
2. Upon receipt of such report, the MDU is to inspect the vehicle and take appropriate action to bring the vehicle into compliance with the College safety standards.

Cleanliness

1. The MDU are to ensure that college vehicles are maintained in clean condition. Drivers of college vehicles are to clean up any trash in the vehicle before returning it.

Motor Vehicle Record

1. The MDU are to maintain records of each vehicle. There will be two types of record to maintain, namely, Individual Vehicle Record (IVR) and Vehicle Daily Use Log (VDUL).
2. The IVR provides for the history of the vehicle and shall contain the following data (but not limited to):
 - Plate No
 - Make and Brand of vehicle
 - Dates of annual safety inspections
 - Dates of semi-annual maintenance inspection
 - Odometer reading at the end of each six month period
 - Description of general condition of the vehicle at the time of inspection (safety or maintenance inspection)
 - Dates and descriptions of repairs made
 - License Number issued
3. The VDUL records all trips of the vehicle. All employees driving the college vehicle are to accomplish the VDUL before and after every trip.

Non-Compliance

1. Prior to ordering suspension or revocation, the VP-Administration or the Campus Director is to give notice of the proposed action to employee and provide an opportunity for informal hearing.