



Fleet Vehicle Policies and Procedures

Introduction

Qualified University employees have several options for meeting their business and/or educational transportation needs. These options include the use of a University fleet vehicle, motor pool vehicle, commercial rental vehicle, or personal vehicle. No matter which option is selected, students and personnel will be required to adhere to University's Vehicle-Usage Policy.

The issues in this Vehicle-Usage Policy include driver authorizations; vehicle restrictions; driving in other states; the use of personal vehicles for University business and accident reporting, minimum insurance requirements, fueling and mileage reporting.

Please direct all questions regarding the use of Fleet Vehicles to: WCSU Fleet Manager, Brendan Leddy. Email: leddyb@wcsu.edu or the Facilities Operations and Services Office. Phone: 203-837-9309

The content of this procedure will be periodically reviewed and subject to change. Referenced documents may include Governor's Executive Orders, DAS Fleet Operations procedures, Travel Manuals and other binding directives.

This policy does not apply to WCSU's Commercial Driver's License Program that is addressed in other procedures.

Driver Authorization

The purpose of this section is to formally document driving requirements necessary for an employee to be authorized to use a WCSU vehicle or lease/rent a vehicle while on University business. This policy applies to **anyone** driving on University business, including times when the University rents or leases vehicles.

Use of University vehicles is limited to University employees and paid student employees assigned as part of their job function with a valid driver's license.

Before A Vehicle Can Be Used By Any University Driver The Following Is Required:

1. University drivers will only be authorized to use University vehicles or rent/lease a vehicle while they are on University business.
2. All approved drivers must have a valid driver's license.

Vehicle Restrictions

The use of large passenger vans (greater than 12 passengers) is prohibited. The towing of trailers with state vehicles is prohibited, unless prior authorization from the WCSU Fleet Manager is provided. For the safety and security of our drivers, the University has adopted a 200-mile travel limitation while using state vehicles. This restriction applies to all motor pool vehicles and other University vehicles. In the event of a mechanical failure, the driver is responsible for notifying their supervisor, WCSU Fleet Manager, or local police when necessary; the University does not have the ability to provide a replacement vehicle.

Vehicle Reservations

Please make a request through the University's Event Management System (EMS) website. In the body of the request, please include date, time, destination, number of passengers, driver, and the requestor. Vehicles are reserved on first come first served basis.

<https://reserve.wcsu.edu/EMSWebApp>

The motor pool vehicles available for reservation include:

Plate #	Vehicle
36-6	Midtown Ford Box Truck
36-9	Westside Ford Box Truck
36-16	12 Passenger Van
36-43	12 Passenger Van
36-53	Cargo Van
36-24	Ford Taurus Sedan
36-52	Ford Fusion Sedan

In the event that these vehicles are unavailable for use at any time, the option of renting a vehicle for use is available. In the event that a rental is needed, please contact your supervisor to arrange rental. The department which needs the rental absorbs the cost of the rental and makes all necessary arrangements. These arrangements are to be made through and in compliance with the University Purchasing Department.

Vehicle Sign-Out

Keys to state vehicles are located at the Facilities Operations and Services Office (formerly the University Police Department), 3 Roberts Ave., on the Midtown Campus. Your University ID is required to open the key box. Keys will ONLY be issued to the registered user/driver. All vehicles are parked in reserved spaces in front of the University warehouse at 190 White Street (directly behind the White Street parking garage). During snowstorms or winter weather, they may be parked in the lower level of the White Street

Parking Garage. If you are unable to locate the reserved vehicle, please contact the Fleet Manager or the Facilities Operations and Services office.

Vehicle Return

State Vehicles are to be returned to the reserved spaces at 190 White Street (directly behind the White Street garage). **Vehicle keys** must be returned to the Facilities Operations Office key box, 3 Roberts Ave. The user responsible for removing the keys from the key box is the same user responsible for returning the keys to the key box. (i.e. if Jim takes the keys out, Jim must be the one to return them) Please do not leave personal items or keys inside of the vehicle. The mileage sheets stay in the vehicle.

Upon return, all vehicles should have no less than $\frac{1}{4}$ of a tank of gas, and be cleaned of all trash and personal items. Report all required repairs, leaks, abnormal noises, or other required service through the Maintenance Direct work order system or contact the Fleet Manager (leddyb@wcsu.edu) and reference the vehicle license plate number.

If the vehicle is returned in poor condition or not returned as scheduled, the University Fleet Manager reserves the right to revoke vehicle privileges from the registered driver.

Driver Responsibilities

1. Being knowledgeable of, and compliant with, all of the rules and procedures outlined in this policy and any applicable collective bargaining agreement;
2. Driving courteously and obeying all motor vehicle laws;
3. Ensuring that vehicles are serviced at proper intervals and that the Fleet Manager is notified of needed repairs;
4. Ensuring that fluid levels (engine oil, transmission fluid, radiator coolant and window washer fluid) are checked and replaced when low;
5. Ensuring that all tires are properly inflated and notify the fleet manager when tires need to be rotated or an alignment is necessary;
6. Ensuring that state-owned vehicles are brought in for emissions tests as necessary before the expiration date;
7. Ensuring that state-owned vehicles' interiors and exteriors are kept clean. **There is no smoking permitted in any state vehicle at any time**
8. Ensuring that every reasonable precaution is taken to prevent theft or vandalism of state-owned (or rented) vehicles. **No motor vehicle shall be left unattended with the keys in the ignition while the engine is running or the engine is off**
9. Promptly paying parking fines and other liability charges incurred while operating any motor vehicle on state business. **Such fines are the personal liability of the driver**
10. Possessing the ability, knowledge, skill, experience and appropriate license to operate the type of vehicle assigned;
11. Completing and submitting all required reports within established timelines;

12. Ensuring that his or her motor vehicle licenses and any required motor vehicle insurance is kept active, unrestricted and up-to-date;
13. Notifying his or her Agency Transportation Administrator/Human Resource Department within 24 hours, if his or her motor vehicle license is suspended, revoked or expired;
14. Violation of any policy, rule, or regulation governing the use of a state-owned vehicle or any state motor vehicle law or regulation may result in the immediate recall of the vehicle by the DAS Director of Fleet Operations and/or the University Fleet Manager;
15. The willful neglect or misuse of any state-owned or rental vehicle is cause for disciplinary action under the provisions of state statutes or applicable collective bargaining contracts. Such misuse or false statements about the use of said vehicles may subject the employee to civil action.

University and Statewide Policy on Hand-held Devices

- Use of hand-held mobile telephones and mobile electronic devices by motor vehicle operators is prohibited.
- “Using” or “use” means holding a hand-held mobile telephone to, or in the immediate proximity of, the user's ear.
- “Operating a motor vehicle” means operating a motor vehicle on any highway, including being temporarily stationary due to traffic, road conditions or a traffic control sign or signal, but not including being parked on the side or shoulder of any highway where such vehicle is safely able to remain stationary.
- An operator of a motor vehicle who holds a hand-held mobile telephone to, or in the immediate proximity of, his or her ear while operating a motor vehicle is presumed to be engaging in a call within the meaning of this section.

Approval of Travel Authorization Form

Travel authorizations are managed through the Administrative Services Department.

For travel Rules and Regulations refer to: www.wscu.edu/travel

Parking of State Owned Vehicles

- In general, all state vehicles will be parked at state owned or leased facilities.
- Vehicles shall not be parked overnight on any street, highway, or commuter lot except under emergencies or if the vehicle has been approved to for overnight travel by the Fleet Manager. (leddyb@wscu.edu)
- Home garaging approvals may only be issued in compliance with State of Connecticut DAS policies and procedures.

Accidents

- a. The following should occur when a driver is involved in a motor vehicle accident while operating a state vehicle. An accident is defined as any incident in which the vehicle comes in contact with another vehicle, person, object or animal, which results in death, personal injury, property damage, regardless of who was injured or what was damaged, where it occurred or who was responsible.

- b. All accidents shall be reported to the WCSU Fleet Manager as soon as possible or no later than 24 hours after the accident (leddyb@wcsu.edu).
- c. A driver involved in an accident is responsible to report this accident to the local police having jurisdiction, WCSU police, WCSU fleet operations and their immediate supervisor.
- d. The involved driver, if physically able, shall call the police and make a report. The University driver shall also request that all parties and properties concerned remain at the scene of the accident until a law enforcement representative has released them.
- e. Each University driver should refrain from making statements regarding the accident with anyone other than the investigating officer, WCSU officials, and WCSU police Officers. Statements shall be confined to factual observations.
- f. Failure of a driver to report any accident may be cause for disciplinary action. If the University driver is found to be at fault the department in question may be charged all unrecoverable costs related to the accident.
- g. Each vehicle has the insurance information located in the glove compartment of the vehicle. This information must remain in the vehicle at all times.

Driving Complaints

All complaints concerning state vehicles are made in writing to the Department of Administrative Services. The proper state agency is then notified of said complaints. In this instance, in the event that any complaints are made against any WCSU fleet vehicle, the WCSU Fleet Manager shall immediately investigate drivers and passengers, regardless of the source. The result of the investigation shall be reported promptly in writing to the DAS Director of Fleet Operations. The report shall contain:

- Name, Address, and telephone number of complainant, if known
- Summary of the complaint
- Investigation Findings
- Remedial action taken, if warranted
- Name, address, and operator’s license number of driver

Vehicle Tires and Installation

It is the responsibility of the driver to report any issues regarding the tires on the vehicle in use. Proper inflation, rotation, and alignment are critical in preserving the life of the tire and the safety of the driver and passengers. Monthly inspection sheets notating the condition of the tires, are to be properly filled out by the driver and submitted along with the monthly mileage form, to the Facilities Operations and Services office.

Snow tires will no longer be approved for installation or replacement. Any vehicle that has snow tires currently on, will use them through their effective lifespan. Once a snow tire needs to be replaced, all (four) will be replaced with all-season tires. If any of the remaining tires are acceptable for re-use, they will be utilized until a full set of (four) can be made.

Fuel

All State vehicle drivers should obtain fuel at state DOT garages and fueling stations located throughout the state, when applicable. A key fob is located within most fleet vehicles. Motor Pool vehicles are equipped with WCSU gas cards. The nearest DOT garage to the WCSU campus is located at 1 Stadley Rough Rd. Danbury, CT 06810. A complete list of fueling stations is available here: K:\EFS\Common\Vehicle Info. Master List\DOT all_state_fuel_stations and shall be located in each state vehicle.

In an emergency or when vehicles are operating outside of normal state fueling station-operating hours, out of state, or on weekends, sufficient fuel and or oil may be purchased from a commercial station using WCSU's fuel card system. WCSU fuel **credit cards** are attached to each motor pool vehicle keys. Instructions for use are located with the card. When prompted at the Shell gas pump, vehicle mileage = 1 and driver ID = 2028.

Fuel purchases are limited to the contract provisions of the card and typically restrict the grade of fuel to unleaded regular or standard grade diesel as required by the vehicle. Other purchases such as replacement fluids, parts, or service are restricted from processing. All receipts for purchases through the WCSU fuel credit card system shall be attached to the vehicle reservation form or monthly motor vehicle mileage reports for processing. **University issued p-cards cannot be used for motor vehicle fuel.**

In the event that a DOT garage or the fuel credit cards are inoperable, the use of a personal credit card or cash is available. Drivers or users can then submit a reimbursement form to the university. Please contact the Facilities Operations and Services Office for a reimbursement form if this occurs.

Monthly Motor Vehicle Usage Reports

All state vehicle operators are required to complete a Motor Vehicle Mileage report after each trip. Please state the beginning mileage, end mileage, and purpose of use. These forms are located inside the vehicle and are to remain inside the vehicle. They are collected monthly. Should you need a new form, please contact the Facilities Operations and Services office.

Out of State Travel

If you are planning to travel out of state with a state vehicle, a travel authorization must be completed and approved PRIOR to making a vehicle reservation.

Emergency Contact Information

In the event of an emergency situation please contact the University Police Department at (203) 837- 9300

Proof of Insurance

Constitution State Insurance
Policy #CCSSC 306T6100
Phone number: 800-832-7839