



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, a 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 contents of this Vehicle-Usage Policy include driver authorizations; vehicle restrictions; vehicle reservations; driver responsibilities; and other pertinent information.

Please direct all questions regarding the use of Fleet Vehicles to: RequestVehicle@wcsu.edu

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.

Driver Authorization

The purpose of this section is to provide 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.

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 100-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 Reservations should be made in advance and no later than 48 hours prior to the requested date, to allow for processing and confirmation of the request.

Please make a reservation request via the online Reservation Form located on the Facilities Operations Services website. We have also provided the link here <https://westconn.tfaforms.net/284>. Once the request has been reviewed, the requestor will receive specific instructions and a copy of the Vehicle Policies and Procedures. Vehicles are reserved on a first come first served basis.

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**
- 36-24 Ford Taurus Sedan**
- 36-43 12 Passenger Van**
- 36-52 Ford Fusion Sedan**
- 36-53 Ford Cargo Van**
- 36-58 Ford Escape**

If these vehicles are unavailable for use at any time, the option of renting a vehicle for use is available. If a rental is needed, please contact your supervisor to arrange for the rental vehicle. The department in which the rental is needed, absorbs the cost of the rental and makes all necessary arrangement

Vehicle Sign-Out Keys to state vehicles are located at the Facilities Operations and Services Office (across from 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 the lower level of the White Street parking garage, closer to the 190 Warehouse. If you are unable to locate the reserved vehicle, please contact RequestVehicle@wcsu.edu or the Facilities Operations and Services office.

Vehicle Return

State Vehicles are to be returned to the lower level of the White St. 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 least 1/3 of 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 University's Maintenance Direct work order system, Brightly (formerly SchoolDude), or contact RequestVehicle@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. Completing a mileage sheet after each use. Mileage sheets remain in the vehicle and are collected monthly for state auditing purposes. Mileage sheets need to be filled out by the user and should include the date, name of driver, starting odometer, ending odometer, total mileage, and purpose of use.
- 2. Never operate the vehicle while distracted.**
- 3. No Cell Phone use while driving.**
4. Being knowledgeable of, and compliant with all of the rules and procedures outlined in this policy and any applicable collective bargaining agreement.
5. Driving courteously and obeying all motor vehicle laws;
6. Ensuring that vehicles are serviced at proper intervals and that the Fleet Manager is notified of needed repairs.
7. Ensuring that fluid levels (engine oil, transmission fluid, radiator coolant and window washer fluid) are checked and replaced when low;
8. Ensuring that all tires are properly inflated and notify the fleet manager when tires need to be rotated or an alignment is necessary.
9. Ensuring that state-owned vehicles' interiors and exteriors are kept clean.
- 10. There is no smoking permitted in any state vehicle.**
- 11. 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.**
12. Possessing the ability, knowledge, skill, experience, and appropriate license to operate the type of vehicle chosen.

13. Completing and submitting all required reports within established timelines.
14. Ensuring that his or her motor vehicle licenses, and any required motor vehicle insurance is kept active, unrestricted and up to date.
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.
15. 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.
16. 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.

<https://portal.ct.gov/-/media/DAS/Fleet-Operations/DAS-GL-115.pdf>

Vehicle Parking

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 for overnight travel by the Fleet Manager.

Home garaging approvals may only be issued in compliance with State of Connecticut DAS policies and procedures.

<https://portal.ct.gov/-/media/DAS/Fleet-Operations/DAS-GL-115.pdf>

Vehicle Accidents

The following should occur when a driver is involved in an accident. 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.

All accidents shall be reported to the WCSU Fleet Manager as soon as possible or no later than 24 hours after the accident (RequestVehicle@wcsu.edu).

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.

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.

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.

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.

Each vehicle has the insurance information located in the glove compartment of the vehicle. This information must always remain in the vehicle.

In the case of an inoperable vehicle, the driver is responsible for arranging for towing the vehicle to a local repair shop. Notification of the towed location should be sent to the Fleet Manager at RequestVehicle@wcsu.edu at the earliest possible opportunity. Rental of a replacement vehicle, and or, transportation back to WCSU is the responsibility of the driver. *Driver should keep all receipts and submit them to Accounts Payable with a Disbursement Form for reimbursement.

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, if 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 and the university Human Resource office.

Vehicle Tires

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. Please report all tire issues by completing a work order using the university's work order system, Brightly (formerly SchoolDude). Monthly vehicle 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 on the midtown campus, when applicable. Per CT DAS Fleet Operations, snow tires will no longer be approved for installation or replacement.

Vehicle Mileage Sheets

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 RequestVehicle@wcsu.edu.

Out of State Travel

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.

For travel rules and regulations please refer to: www.wcsu.edu/travel

Emergency Contact Information In the event of an emergency, please contact the University Police Department at (203) 837- 9300

Proof of Insurance

Constitution State Insurance Policy #CCSSC 306T6100

Phone number: 800-832-7839