

SHEPHERD UNIVERSITY

VEHICLE USE GUIDELINES

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Shepherd University vehicles are to be used for official University business only.

VEHICLE OPERATORS

The West Virginia Board of Risk Management (BRIM) requires that all employees who drive a state vehicle, or who drive their own personal vehicle and are reimbursed by the state for mileage, must complete a supplementary Defensive Driving Course. "State Vehicle" includes owned or leased vehicles and applies whether the vehicle is assigned or part of a motor pool. To complete a supplementary Defensive Driving Course contact The Facilities Management office at extension 5236 to initiate the training. This training is available online. Upon completing the course, drivers will be able to print out a completion certificate. A state issued driver's license and the driver's training certificate are required to operate vehicles. Both documents must be presented or be on file in the Facilities Management office prior to the issuing of keys to fleet vehicles. ***Only the driver listed on the vehicle request form will be issued keys to fleet vehicles and be eligible for mileage reimbursement.***

VEHICLE REQUESTS

A vehicle request form must be submitted to Facilities Management at least ***two weeks prior*** to the planned date of departure. Vehicle request forms are available from the Print Shop in the lower level of Ikenberry Hall. If you make a reservation by telephone, a written request must be sent to Facilities to confirm the reservation no later than two days prior to departure. If a written request is not submitted as noted above, the telephone reservation will be considered void and the vehicle may be issued to other parties. ***If your trip comes up unexpectedly and vehicles are available, you may hand deliver the Vehicle Request to the Facilities Management office. Keys will not be issued without authorized requests.***

Please fill out the Vehicle Request form completely by stating the purpose of the trip, the organizational unit number to be charged, and the required signature approval (Department Head and Dean or Vice President). A list of passengers is required to comply with insurance requirements. A copy of the approved Vehicle Request form will be returned to the traveler confirming vehicle availability. If no Shepherd University vehicle is available, the traveler may use his/her personal vehicle and be reimbursed at the current mileage rate. This needs to be noted on your Travel Authorization request for the trip. Without completion of the NSC driver training course mileage reimbursement for personal vehicle use may be denied.

The trip packet (car keys, gasoline credit card, and odometer report form) may be picked up at the Facilities Management office during normal working hours (8:00 a.m. – 4:30 p.m., Monday through Friday). If the traveler is leaving prior to 8:00 a.m. or on a weekend, the trip packet may be picked up on the previous day during the above listed hours; however, the vehicle must not be removed from the Facilities Management area until the scheduled trip departure time.

Included in the trip packet is a Visual Inspection slip, to be completed and placed in the drop box (located on the back of the Facilities Management building near the fleet vehicle parking area) ***prior to departure.***

DURING TRIP

All operators of Shepherd University vehicles must be at least eighteen (18) years of age, be employed by Shepherd University, hold a driver's training certificate, and possess a valid driver's license. A copy of the operator's driver's license and training certificate must be on file at Facilities Management for those employees who drive State vehicles.

The operator(s) of a University owned vehicle is fully responsible for the vehicle he/she is operating and is subject to all laws, ordinances, and rules governing the operation of motor vehicles.

Use of or transportation of alcoholic beverages by the operator of a University owned vehicle is strictly prohibited.

Smoking is prohibited by law in any motor vehicle owned, leased, or operated by Shepherd University.

The use of seatbelts is required at all times in University vehicles.

When using a state owned vehicle, the driver will be assigned an Exxon card for gas, emergency repairs, or towing expenses; or a Sheetz credit card for gas purchases. ***ALL RECEIPTS AND ANY INVOICES FROM USE OF GASOLINE CREDIT CARS MUST BE TURNED IN WITH TRIP PACKET FOLLOWING THE TRIP.*** If you find yourself outside of an area that handles the Exxon card, you may use the State of West Virginia purchasing card (VISA) to secure repairs or service needs. **NOTE: the STATE VISA is not for gasoline purchases.** If you do not have a state purchasing card you may use any personal resources available and submit receipts for reimbursement.

All vehicles should be returned to Facilities Management with a full tank of gas. Failure to do this may result in a \$25.00 service charge. This is particularly important over the weekend, when the vehicles may be going out again before our mechanic has an opportunity to check them.

ALWAYS USE REGULAR UNLEADED GASOLINE.

UPON RETURNING

Please return vehicles in accordance with the original vehicle request. Other users may be waiting for the vehicle.

Please fill out the green odometer reading form completely. If we do not have a beginning and ending odometer reading, we will estimate the mileage. Incomplete paperwork and the loss of credit cards or keys may result in additional charges of not less than \$10.00. Vehicles used locally that travel less than 30 miles will be assessed up to but not to exceed a \$20.00 daily rental fee. The mileage rate for State vehicle usage is \$.345 per mile (subject to change).

Thank you for keeping the vehicles clean and remove any trash. Vehicles returned dirty, beyond normal use (i.e., trash in vehicle, liquids spilled on floors or seats, or food left in vehicle), will be assessed a clean-up fee of \$10.00 for cars and \$25.00 for vans (cost subject to change).

Place odometer reading, the Exxon or Sheetz credit card, gas receipts, and keys in the supplied envelope and place in the drop box in the rear of the Facilities Management building.

Remove any personal items from the vehicle, as Facilities Management is not responsible for any items left behind. **Lock all doors on vehicle.** Should we discover forgotten item's every attempt will be made to locate the owner.

GENERAL INFORMATION

According to State of West Virginia Travel Regulations, a privately owned vehicle should be used only when a state vehicle is not available. Because we have a limited number of vehicles in the campus motor pool, it is Shepherd University policy that when transportation is needed to one of the area airports, a University vehicle cannot be issued and left at the airport for the duration of the traveler's trip. The traveler should make other arrangements for transportation to and from airports. You may, however, use a state vehicle if you have a driver who can return the vehicle the same day.

*THE SHEPHERD UNIVERSITY VEHICLES ARE TO BE RETURNED TO THE FACILITIES MANAGEMENT BUILDING UPON COMPLETION OF YOUR TRIP. **THEY ARE NOT TO BE TAKEN TO YOUR HOME.** SPOUSES, FAMILY MEMBERS, OR ANYONE NOT ON OFFICIAL UNIVERSITY BUSINESS ARE **NOT** TO BE TRANSPORTED IN THE STATE VEHICLES.*