

POLICIES AND PROCEDURES FOR SCHEDULING
AND USE OF UNIVERSITY VEHICLES
Revised January 2012
By Department of Public Safety

DEPARTMENT OF PUBLIC SAFETY
Truman State University, Kirksville, Missouri 63501
Phone: (660) 785-4176 or toll free, 800 773-5435 for travel emergencies
FAX: (660) 785-7482

A variety of fleet vehicles are maintained to assist University administrators, faculty and staff in meeting transportation needs. University vehicles may be used only for official University business and must be scheduled in advance: The scheduling of drivers and vehicles is coordinated by Public Safety. Requests may be submitted by on-line form or by calling 785-4177 between the hours of 8 a.m. and 5 p.m., Monday through Friday. Types of vehicles available for use include vans, minivans, cars and two minibuses.

The Public Safety Office is open 7:30 a.m. to 10 p.m. (closed University Holidays) of each day. Keys to fleet vehicles are checked out and returned to the Public Safety Receptionist.

We ask your cooperation in enforcing this policy and in helping the Department of Public Safety work out any problems, which may arise in connection with the policy.

Individuals who plan to drive full-size (8-passenger) van must attend a van-driver training course sponsored by Public Safety. Individuals driving mini-vans are also encouraged to call Public Safety to attend the van-driver training course. The training course involves viewing a video prepared by the National Safety Council and a special segment from 60 Minutes plus a driving course.

REQUESTING USE OF VEHICLES

Reservations for use within the current fiscal year (July 1 through June 30) may be made online at <http://police.truman.edu>. Vehicle reservations being made with less than a week notice should be made by telephone (x4177). After receipt of a vehicle request a confirmation will sent for final approval. The request is considered complete when the Vehicle -- Confirmation of Reservation has been signed by the appropriate persons and the original (white) returned to Public Safety.

Reservations may be made by:

Any full-time employee representing a University account with adequate funds for authorized University expenditure may request use of available fleet vehicles to conduct University business. The division, department or unit head administering the budget to be charged must authorize the request and is totally responsible for all reservations.

1. It is the responsibility of the employee initiating vehicle use arrangements with Public Safety to:
 - a) Know and understand the University's policy for use of vehicles.
 - b) Advise all drivers regarding job assignments and vehicle use.

BEFORE making the request, please determine:

- Type of vehicle needed; who will drive.
- Destination
- Desired departure and return dates and times
- Budget to which mileage is to be charged
- If requesting a full size van, driver-training requirements must have been fulfilled.

Confirmations:

Public Safety will send confirmations for travel requests received five or more days in advance:

1. Two copies will be sent to the administrator of the budget to which the mileage fee is to be charged. The return of one confirmation copy, signed by the appropriate administrator, constitutes completion of the scheduling.

2. A third copy will be sent to the driver or requesting employee by the division or department after signed approval.

Waiting Lists:

If vehicles are unavailable, the request will be placed on a waiting list.

CHANGING CONFIRMED RESERVATION

Time allowing, requests for changes in confirmed transportation arrangements may be requested on-line. (<http://police.truman.edu>) Change requests may also be made with Public Safety 785-4177 between the hours of 8 a.m. and 5 p.m., Monday through Friday. Failure to notify Public Safety of driver changes in advance may result in departure delay or denial of vehicle use.

RESPONSIBILITIES OF ADMINISTRATORS AND DRIVERS. LICENSING REQUIREMENTS

Administrative Responsibilities:

The head of the department, division or other unit having administrative custody of the budget to which the vehicle is to be charged is responsible to ensure that:

1. Vehicles scheduled are for use by eligible individuals and for official University business.
2. Drivers meet licensing requirements.
3. Drivers avoid excessive, consecutive hours of vehicle operation time.
4. Student drivers are properly authorized and compensated for driving.

Driver Responsibilities:

1. Drivers are to observe all traffic laws applying to the locality in which the vehicle is being driven.
2. The driver to whom a University vehicle has been released is fully responsible for the security and operation of the vehicle until it is returned to the Public Safety Office.
 - a) In the event of a vehicle malfunction, which requires repair while on the road, it is the obligation of the driver to arrange for prompt and adequate repair.
 - b) Check engine oil at each fuel stop.
 - c) Notify Public Safety immediately if credit card is lost or stolen.
3. Neither alcohol nor controlled substances may be used or transported in University vehicles. It is the responsibility of the driver to enforce this regulation.
4. All fines resulting from violation of traffic laws and parking regulations are the personal responsibility of the driver and not of the University.
5. It is the driver's responsibility to report any traffic violation, criminal activity or inappropriate conduct involving vehicle or passengers. This report is to be made to Public Safety upon completion of the trip.
6. When using a cell phone, pull off the roadway. Suspend conversations during hazardous conditions and keep any necessary conversations brief.

License Requirements:

1. Each driver must possess a valid driver's license appropriate for the vehicle to be operated.
2. For a vehicle designed to transport fewer than 16 passengers, a Class F license (ordinary operator's license) is required. All fleet vans and cars are designed to transport fewer than 16 passengers.
3. A CDL (commercial driver's license) is required to drive any vehicle designed to transport 16 or more passengers.
4. If an employee/student is paid exclusively to be a driver, then a Class E license is required.

5. It is the authorizing administrator's responsibility to assure that drivers meet licensing requirements. Please call Public Safety if you have any questions regarding licensing requirements.

WHO MAY DRIVE UNIVERSITY VEHICLES

Members of the Board of Governors, University administrators, full-time faculty and staff members may check out and drive University vehicles for official University business.

Graduate teaching research assistants and part-time faculty or staff members may check out and drive University vehicles for University business related to their employment.

STUDENTS: Because of liability insurance requirements of the State of Missouri, only students employed by the University who are to drive in the course of their normal employment may operate vehicles. (This includes fleet vehicles as well as vehicles which are rented in the name of the University.) Employment clearances for student drivers must be completed prior to vehicle use. Such employed students may:

* Check out and drive University vehicles within the city limits of Kirksville and on trips directly to and from the Kirksville Regional Airport and 1000 Hills State Park.

-- Vehicle use must be scheduled by a full-time employee and approved by administrative head.

-- Written verification of employment must be provided to Public Safety (form available upon request).

-- Van driver training class must be completed to drive full size vans.

* Drive University vehicles outside Kirksville city limits if accompanied by a full-time employee traveling in the same vehicle or convoy of vehicles. Vehicle must be checked out by a full-time employee.

WHO MAY TRAVEL IN VEHICLES

Members of the Truman State University Board of Governors, Truman State University and State of Missouri employees and Truman State University students may be passengers in University vehicles. Transportation of individuals who are not University or State of Missouri employees or students is acceptable if the transportation is for an official function or purpose that benefits the University.

- Dependents and spouses of University employees are not covered by University liability insurance and may not, therefore, be passengers in University vehicles.

VEHICLE PICK-UP AND RETURN

Departing vehicles:

The University employee scheduled to check out a vehicle is to be designated by Public Safety at the time of scheduling. Public Safety Receptionists are only authorized to release vehicle keys to that person. Requests to check out vehicles from persons other than the employee for which a vehicle has been scheduled may be denied.

Failure to pick up a vehicle in a timely manner may result in cancellation of said reservation.

At vehicle check out time, Public Safety provides drivers with a Vehicle Trip Sheet, which offers instructions in case of breakdown or accident. Drivers are to record the vehicle odometer (not trip meter) reading, on the Vehicle Trip Sheet prior to departure.

Copies of the Vehicle Trip Sheet will be provided in advance for drivers wishing to review this information. Call x4177 to receive a copy.

Returning vehicles:

Vehicles are to be returned by the time indicated at the time of scheduling. Failure to comply may greatly inconvenience another traveling group.

Fleet vehicles are to be returned nightly to the appropriate vehicle parking area unless away on authorized and scheduled overnight trips. Vehicle keys, state credit card and completed VEHICLE TRIP SHEET are to be returned to the Public Safety receptionist.

Certain circumstances may warrant a fleet vehicle to be parked at a personal residence overnight; however, permission must be obtained prior to doing so.

RATES FOR UNIVERSITY VEHICLE USE: (effective July 1, 2007)

Car	.30 per mile
Mini-Vans	.35 per mile
Full-size Vans	.40 per mile
Minibus *	.59 per mile

Personal Vehicle Reimbursement determined by the Business Office

* Contracted University drivers are guaranteed a minimum of three hours wage reimbursement if scheduled for other than regular employment hours. Overtime charges may apply.

VEHICLE-RELATED EXPENSES

1. A universal fleet card is attached to each vehicle key ring. This card is to be used only for the vehicle bearing the state license plate designated on the face of the card. A PIN or ID number and odometer reading will be required at the time of sale. ***The PIN is the last four digits of the license plate number (i.e., license plate number TSU0001 the pin is 0001).***
2. The Wright Express card attached to the key ring may be used for fuel purchases only and may be used at all stations displaying the WRIGHT EXPRESS logo on their pumps. Over 90% of retail fueling locations accepts the WRIGHT EXPRESS CARD. Reimbursement approvals and arrangements must be made with Joyce Mullins @ Public Safety, 660/785-4177 or joycecook@truman.edu. A request for reimbursement form may be obtained from the Public Safety receptionist.

SEAT BELT REQUIREMENTS

Truman State University, Department of Public Safety requires that all passengers be secured by seat belts. Drivers are to take reasonable action to ensure this is done.

In Missouri:

- Front seat occupants must be secured by a seat belt.
- Seat belts are required for children 4-16 anywhere in the vehicle.
- Children under age 4 must be in an appropriate and properly installed child safety seat.
- The driver is responsible for passengers under 16.
- Passengers 16 and over are responsible for themselves.

*** Exemptions:**

- Physical condition that prevents use of belt.

Seat belt laws may vary from state to state.

PETS

Animals are not allowed in University vehicles unless required due to physical disability.

ALCOHOL AND/OR CONTROLLED SUBSTANCES

May be neither used nor transported in University vehicles. It is the responsibility of the driver to enforce this regulation. Consumption of alcohol anytime during a trip where a University vehicle will be operated is discouraged.

SPEED CONTROL DEVICES (RADAR DETECTORS)

Not recommended.

SMOKING IN UNIVERSITY VEHICLES

Not permitted. Use of tobacco products is not allowed in University vehicles.

TRANSPORTING FIREARMS/HAZARDOUS MATERIALS

Any trip coordinator anticipating the storing or transportation of any hazardous materials or firearms in University vehicles shall be required to:

1. Obtain advance written permission from the responsible administrative head with a copy being filed with Public Safety prior to departure
2. Review and comply with all laws and regulations relating to these substances.
3. File complete driver/passenger list with Public Safety prior to departure.

For further details about the handling and transport of hazardous materials, refer to U.S. DOT P 5800.5 (U.S. Department of Transportation publication 5800.5 - Emergency Response Guidebook) and/or the Code of Federal Regulation, Federal Statute 172.101.

CROSSING U.S. BORDERS

Documents relating to vehicle ownership may be required for presentation to authorities. Please contact Public Safety at least 10 business days before departure.

CAPACITY/LOAD LIMITS

Overloading usually results in discomfort, vehicle stress, and unsafe traveling conditions and should be avoided. Public Safety regulates:

- Passenger limits (including driver): 9 or fewer for vans, 7 or fewer for minivans, 4 or fewer for cars.
- Do not use vehicles for purposes for which they are not designed (i.e. using cars as cargo carriers).
- No towing is allowed.

WHAT TO DO IN CASE OF BREAKDOWN

1. Remove the vehicle from the roadway. Assess your situation.
2. Repair the vehicle, have it repaired, or have it towed for repair. Call Joyce Mullins @ Public Safety (8 a.m. to 5 p.m., Monday through Friday) for instructions, (660) 785-4177. After hours, call Public Safety and ask the receptionist to contact Joyce Mullins. Leave a call back phone number.

AFTER HOURS, NOTIFY

Department of Public Safety

Phone: (660) 785-4176 or FAX: (660) 785-7482

For travel emergencies, phone toll free, 800 773-5435

IF AN ACCIDENT OCCURS

1. STOP. Set up warning for traffic from both directions.
2. Get medical aid if needed.
3. Report to police.
4. Fill out and exchange information
(**Liability insurance by the State of Missouri—details listed below.**)

DO NOT:

1. Admit liability for the accident.
2. Promise any settlement by the University.
3. Leave the scene of the accident -- doing so is a criminal offense.

CALL AN OFFICER

Give notice of the accident to the local police department, the office of the county sheriff or to the nearest highway patrol prior to leaving the scene of the accident. Even when there is apparently no personal

injuries or serious damages to the property, it is advisable to give this notice immediately so that the officer can investigate the accident. The official report may greatly assist you later if any claims for liability is made.

IDENTIFY THE OTHER DRIVER – RECORD DETAILS.

Obtain the other driver's name, driver's license number, address and telephone number. Obtain the registration number of the other vehicle, the name of the driver's insurance company and any additional details which may be helpful.

WITNESSES

If no police report or investigation is made, obtain the names and addresses of any and all witnesses as soon as you can (both eye witnesses and all other who might have some information about any of the circumstances of the accident.)

PAY NOTHING

Make no immediate payment of any kind to the other party, and do not promise that the University will make a payment. **University vehicles are insured with liability coverage from the State of Missouri when the driver is an employee of Truman State University and if vehicle is being used for University business.**

LIABILITY COVERAGE FOR MISSOURI STATE-OWNED VEHICLES

**Motor vehicle claims should be submitted to:
Office of Administration
Risk Management Section
P. O. Box 809
Jefferson City, MO 65102
573-751-4044**

NOTIFY PROPER OFFICES

Notify Public Safety as soon as possible. Call **(660) 785-4176 or (800)-773-5935**. File a written report, including complete passenger list, with Public Safety upon completion of the trip.

WAIVERS OF POLICY

Any waivers of this policy must be specifically approved in writing by either the President of the Truman State University or the Director Public Safety. Such waivers or exceptions will be limited to special circumstances, which do not violate the spirit of the policy.

PUBLIC SAFETY ASKS YOUR COOPERATION IN ENFORCING THIS POLICY AND YOU'RE HELP IN WORKING OUT ANY PROBLEMS WHICH MAY ARISE IN CONNECTION WITH THIS POLICY.