

## Vehicle Use

### Speed

All drivers must follow all posted speed limits. Any ticket expenses are covered by the individual.

### Fuel

Vehicle fueling should be completed using the WEX program. Please contact Procurement with questions.

### Parking

Vehicles shall not use general, visitor or reserved parking spaces. Overnight parking is only allowed in approved locations.

### Phones

Use not permitted. This includes other electronics that may be a distraction. Ear buds also not permitted while driving.

### STOP

Vehicles are not permitted on sidewalks or campus walkways unless approval is granted by University Police.

Scan to view  
University policies



## Vehicle Training

Departments are responsible for training its employees on proper operation and procedures related to University owned vehicles.

Departments operating vehicles used for shuttling persons can utilize training available through Auxiliary Enterprises. Please contact them at [auxserv@floridapoly.edu](mailto:auxserv@floridapoly.edu) to learn more.

Departments needing assistance in developing their employee vehicle training can reach out to Safety Services or Risk Management for assistance.



## Contact Us

*Facilities & Safety Services*  
Florida Polytechnic University  
[safetyservices@floridapoly.edu](mailto:safetyservices@floridapoly.edu)

*Risk Management*  
Florida Polytechnic University  
IST 2031  
863-874-8421  
[riskmanagement@floridapoly.edu](mailto:riskmanagement@floridapoly.edu)



FLORIDA POLYTECHNIC  
UNIVERSITY

## Vehicle Safety

*Florida Poly values its campus community and strives to protect all employees, students and visitors.*

*The vehicle procedures and expectations outlined in this pamphlet ensure our campus can continue to operate safely and utilize vehicles in accordance with community standards and state regulations. By operating a university owned vehicle, individuals are acknowledging these guidelines and expectations.*

# Driver Safety & Responsibilities

- Only approved drivers may operate University owned vehicles.
- All employees, volunteers, contractors, vendors, or agents are not permitted to operate a vehicle while performing tasks that may cause distractions.
- All accidents involving vehicles shall be reported to the operator's supervisor.
- The driver is responsible for any fines or traffic violations incurred while the driver has possession of the vehicle.
- The driver may not take the vehicle outside of the State of Florida, unless otherwise authorized by the department head.
- The driver must operate the vehicle in compliance with all applicable federal, state or local laws and ordinances.
- Any person who is required to operate a vehicle as part of his or her job responsibilities must notify their supervisor immediately if their license has expired or been suspended or revoked or if the person has an outstanding traffic citation.
- Hitchhikers are not permitted to ride in the vehicle.
- Drivers and passengers may not smoke in the vehicle at any time.
- All occupants of a University vehicle must wear seat belts whenever the vehicle is in motion.
- Drivers with any citations or violations are subject for review and are not guaranteed approval to operate a University owned vehicle. This does not apply to rental cars.

# Department Responsibilities

Departments assigned as custodians of university owned vehicles are responsible for the following:

- Maintenance and repair costs.
- Developing internal procedures for the operation, maintenance, refuelling, and annual review of vehicle(s).
- Adhering to Procurement processes for the purchasing or disposing of new vehicles.
- Notifying Facilities & Safety Services & Risk Management of any new purchases or disposals.
- Ensuring all drivers have completed the approval process:
  - Received training;
  - Passed a Motor Vehicle Record (MVR) check. This cost is covered by the driver's department.
  - Provided driver information to Risk Management.
- Removing from service any vehicle that is unsafe to operate until it has been repaired.
- Ensure proofs of coverage always remain with the vehicle.

## Reporting Requirement

All accidents, incidents, injuries, regardless of severity, should be reported using the approved university form. Staff should work with their supervisor to complete the form.

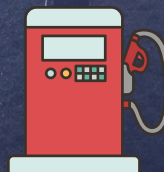


## Practices to Avoid Common Collisions



Before backing up, perform a visual check of the area. If you aren't sure, exit the vehicle and check for hazards.

Be aware of all your clearances. Check for any obstructions behind, to the sides, above and below the vehicle.



When fueling, maintain a safe space cushion when arriving to or departing from a fuel island.



Be aware of other vehicles around you when arriving or departing from a parking space.



Adjust mirrors prior to moving a vehicle. Regularly check your mirrors for hazards on the sides of your vehicle.