

Subject/Title: Use of University Vehicles and Other Vehicles for University Business FPU Policy Number: FPU-1.0039P		
<input checked="" type="checkbox"/> New Policy	<input type="checkbox"/> Major Revision of Policy	<input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: December 9, 2014		
Date Revised:		
Responsible Division/Department: President's Office		
Initiating Authority: General Counsel		

A. APPLICABILITY/ACCOUNTABILITY:

This policy is to establish guidelines for the operation of vehicles while on University Business, and procedures for the use of University vehicles and applies University wide with the exception of the University Department of Public Safety and Police.

B. POLICY STATEMENT:

University vehicles may be used for University business by University employees who have a valid state-issued driver's license upon approval by the Assistant Director Construction & Facilities Department/designee ("Assistant Director").

C. PROCEDURES:

Requesting a Vehicle. The attached "Vehicle Request Form" must be completed and emailed to the Construction & Facilities Department Facilities@flpoly.org when requesting the use of a University vehicle. Any driver of a University vehicle must submit a copy of his/her driver's license to the Assistant Director or have one on file with the Assistant Director before driving the vehicle.

1. University Vehicle Pick up. To access the keys to a University vehicle, the driver must arrange, by email or phone, a time to pick up the keys from the Construction & Facilities Department. The driver will sign out the keys and pick up the vehicle and log book to indicate the mileage. The driver must return the vehicle with a full tank of gas and the log book, with mileage noted, to the designated person. Prior to the use of the vehicle, the driver must inspect the condition of the vehicle and record/attach a notation of any damage or issues on the Vehicle Log. If upon inspection the driver feels the vehicle would be unsafe to operate, the driver must immediately inform the Construction & Facilities Department of the unsafe condition and not use the vehicle until the necessary repairs are made to make the vehicle safe to operate.
2. University Vehicle.
 - a. Drivers may not text or email (read or compose) while the vehicle is in motion. The driver shall not use headphones, ear-buds, cell phones, smart phones, hand-held computers, smart pads, pagers, or other similar voice or text-enabled devices in a University vehicle unless: (i) the driver has removed the University vehicle from

- traffic and come to a complete stop or (ii) the phone or electronic device is being used for audio purposes only with a hands-free accessory or device.
- c. If the University vehicle needs any type of service while in use by the driver, the driver must call the Construction & Facilities Department.
 - d. A driver is responsible for the University vehicle released to his/her control until the vehicle is returned to the Construction & Facilities Department.
 - e. The driver is responsible for any fines or traffic violations incurred while the driver has possession of the University vehicle.
 - f. The driver may not take the University vehicle outside of the State of Florida, unless otherwise authorized by the appropriate University Vice President.
 - g. University vehicles may not be used for trips requiring removal of the vehicle from its usual base of operations for more than three calendar days, unless otherwise authorized by the appropriate University Vice President.
 - h. University vehicles may not be used for transportation to any airport or other terminal when the length of a trip requires overnight parking, unless otherwise authorized by the appropriate University Vice President.
 - i. All University vehicles, and all personal automobiles while being used for University business, shall at all times be operated in a safe and courteous manner and in compliance with all applicable federal, state or local laws and ordinances.
 - J. Any person who is required to operate a vehicle as part of his or her job responsibilities shall notify their supervisor immediately if their license has expired or been suspended or revoked.
 - k. Hitchhikers are not permitted to ride in University vehicles.
 - L. Drivers and passengers may not smoke in the University vehicle at any time.
3. Insurance on University Vehicle. If the University vehicle is damaged by a third party, the driver must contact Risk Management for possible recovery. State Vehicle liability insurance is provided through the State Risk Management Trust Fund. State liability insurance will not cover an accident that occurs: while individuals not associated with official University business are being transported, while the driver is under the influence of illegal drugs or alcohol, and/or while the vehicle is being driven to and from local attractions, recreation, entertainment or for social non-University business purposes. Departments may procure comprehensive or collision coverage for a University vehicle by contacting Risk Management.
4. Use of Personal Vehicles and Insurance Coverage. If a driver is using his/her personal vehicle on University business and is involved in an accident that causes damage, the driver's personal insurance is primary over any other University-held insurance. In addition, the driver is responsible for repair of his or her personal vehicle. The University will not provide reimbursement to the driver or vehicle owner for repair costs for damage to a personal vehicle. Drivers should consult their insurance agent to determine if they have adequate insurance coverage for the use of their personal vehicles for University business.
5. Use of Seat Belts or Restraint System. All occupants of personal vehicles operated on University business and of University vehicles shall properly use the seat belts or occupant restraint system provided while such vehicles are in use. If an accident resulting in injury to an employee occurs when the employee is not using the seat belts or occupant restraint system provided in the vehicle and the failure to use the seat belts or occupant

restraint system provided contributed to the employee's injuries, Worker's Compensation benefits may be reduced under the provisions of Florida Statutes Section 440.09(4).

6. Accidents. Accidents or property damage involving University vehicles shall be reported to Environmental Health and Safety as quickly as possible. When possible, the police accident report number, the officer's name and the name and address of the other parties involved should also be reported.
7. Violations of Policy. If an employee violates this policy or related laws, such may be grounds for terminating the employee's use of University vehicles and and/or grounds for disciplinary action up to and including dismissal.

University Vehicle Request Form attached.

POLICY APPROVAL	
Policy No.: FPU-1.0039P	
_____ Initiating Authority	_____ Date
_____ Policies & Procedures Review Committee Chair	_____ Date
_____ President/Designee	_____ Date
Approved by FPU BOT, if required	_____ Date
EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL	

FLORIDA POLYTECHNIC UNIVERSITY

UNIVERSITY VEHICLE REQUEST FORM

All requests for a University vehicle must be submitted on this form and emailed to the Construction & Facilities Department Facilities@flpoly.org

REQUESTOR NAME: _ _ _ _ _

REQUESTOR'S EMAIL: _ _ _ _ _

DATE REQUESTED: _ _ _ _ _

PICK UP DATE & TIME: _ _ _ _ _

RETURN DATE & TIME: _ _ _ _ _

DESTINATION: _____

PURPOSE OF TRIP: _____

NAME OF DRIVER(S): _____

All drivers must provide a copy of their driver's license with this request form.

PASSENGERS: (Must list all passengers)

By signing this form I certify that I have a valid driver's license and I have read and agree to comply with the Use of University Vehicles and Other Vehicles for University Business policy.

Driver's Signature

Date

APPROVED BY: _____
Name

Date