

# ***Michigan Tech***

**Michigan Technological University**

## **University Fleet Services**

**Policies and Procedures**



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Michigan Technological University supplies a fleet of safe and properly maintained vehicles to be used to carry out the mission of the University. In an effort to reduce the frequency and severity of motor vehicle accidents and injuries, all persons traveling in a University vehicle are required to adhere to the University's policies and procedures regarding the use of University vehicles.

## **ASSIGNMENT AND USE OF VEHICLES**

The assignment of University-owned vehicles is limited to full- and part-time faculty and staff members or, when to the advantage of the University, to students or guests.

The use of any University vehicle is restricted to the conduct of official University business, and any use for personal business or pleasure is prohibited.

### **Occupancy for fifteen-passenger vans is limited to ten (10) occupants, including the driver, for travel outside a one-hundred mile radius of the campus.**

It is the responsibility of the dean, department chair, director, or other administrative head to carefully review and approve the request for assignment of a University vehicle to students or guests so those drivers may be protected under the provisions of the University liability insurance.

## **DEFINITION OF PERSONAL USE**

Any trip, or segment thereof, that is made for the purpose of participating in an activity or function that is not official University business, for which the expenses are not reimbursable by the University, or which is made to transport an unauthorized passenger constitutes personal use of a University vehicle.

## **DRIVER REQUIREMENTS FOR UNIVERSITY VEHICLES**

Any employee, student, or guest assigned to a University vehicle must be at least eighteen years of age and have a valid driver's license recognized by Michigan law. All drivers are required to have no more than a total combination of five (5) current points in the Michigan (or any other) point system, with no single infraction totaling more than three (3) points. Before a vehicle will be released from Fleet Services, drivers must sign a statement indicating that they meet the above criteria.

In addition to the requirements for private passenger vehicles, all passenger van drivers must complete the "Coaching the Van Driver" CD-ROM training program. A training center has been established at Public Safety for this program. To schedule training, contact Public Safety at 487-2216.

## **PASSENGERS**

Passengers in University vehicles are limited to employees, students, or guests of the University traveling on official University business. Authorized passengers who are properly licensed to drive in accordance with the provisions above are authorized to assist in the driving of a University vehicle. If the passengers will be assisting with the driving of a passenger van, they must complete the van training program as well.

## **RULES, REGULATIONS, AND SUGGESTED DRIVING TIPS**

- Operate vehicle in accordance with University regulations, traffic laws, and safe driving practices.
- Ensure proper use of safety restraint for all occupants.
- Do not drive under the influence of drugs or alcohol.

- No alcohol, drugs, or other items illegal to possess may be transported or placed in any University vehicle.
- No unauthorized passengers or persons may operate vehicle.
- Alcoholic beverages are strictly prohibited in University vehicles. For all incidents involving alcoholic beverages in University vehicles, **including containers**, Fleet Services will impose a minimum of an academic year's sanction, or a minimum of twelve months, from the date of the incident as a matter of policy.
- Observe all city and state regulations and ordinances on traffic, parking, etc.
- Secure vehicle when unattended.
- Use for authorized business only.
- Drivers must pull off the road in a safe location when using cell phones.
- Drive defensively, anticipating situations where incidents are likely to occur.
- Be courteous and set a good example for other drivers.
- Adapt your speed to driving conditions.
- Do not drive in traffic, road, or weather conditions beyond your training, experience, or ability.
- Do not drive when you are tired. If you feel tired, stop and rest for a ten-minute break at least every two hours.
- Plan trips by selecting the safest route, depart early enough to observe posted speed and traffic regulations, and be mindful of current and forecasted weather conditions.
- Report all incidents and accidents involving damage to the vehicle to Fleet Services (Instructions for accident reporting are provided in the travel log holders issued by Fleet Services for each vehicle.)

## **SEAT BELT USE**

All drivers and passengers are required to wear seat belts when traveling in any University vehicle. This policy applies to anyone authorized to drive or ride in any University vehicle which is equipped with passenger restraints (seat belt assemblies of the lap or lap/shoulder design). In the event that children are authorized passengers, child safety restraint laws must be obeyed. Further, no vehicle shall be operated when the number of occupants exceeds the number of passenger restraints available.

It shall be the driver's and each passenger's responsibility to wear their seat belts in University vehicles. Failure to comply with this policy may result in disciplinary action.

## **TRAFFIC VIOLATIONS**

University-owned vehicles are not to be driven in excess of the speed limits posted by the state and municipalities. Fines for violations are entirely the responsibility of the driver involved.

Drivers of University-owned vehicles should set a good example for the driving public. Careless driving and operation of the vehicle resulting in damage to the vehicle may require the driver to cover all repair costs.

## **RENTAL RATES**

The University will bear operating, repair, and maintenance expenses for vehicles issued on a rental basis and in turn will charge the department on a mileage basis rate. Such rates may be adjusted from time to time, depending upon the operational cost per mile. Contact University Fleet Services at 487-2700 for current rates.

## **TRANSPORTATION REQUESTS**

All requests for vehicles are made with Fleet Services. Requests can be made either in person at the Service Building, by phone at 487-2700, by fax at 487-3291, or by emailing [motorpool@mtu.edu](mailto:motorpool@mtu.edu). An online reservation system is also available at [www.admin.mtu.edu/fm/motorpool/](http://www.admin.mtu.edu/fm/motorpool/).

Vehicles are to be picked up at the Service Building between 7:00 AM and 4:00 PM. A valid driver's license will be required at that time.

When a vehicle has been reserved and it later becomes known that the vehicle will not be needed, Fleet Services must be notified as soon as possible by calling 487-2700 to cancel the request. Failure to cancel a vehicle will result in a daily charge to the department for each day the vehicle is reserved.

## **TRAVEL LOGS**

Each Fleet Services vehicle has a travel log.

An accurate record of all travel and mileage must be recorded on the travel log provided for this purpose.

When recording mileage on the travel log, the odometer reading shall be used at the start and again at the end of travel.

Drivers shall sign the travel log certifying their recorded mileage. Drivers must also indicate, in the space provided, the University account number which is to be charged.

## **CARE AND MAINTENANCE**

Unreasonable amounts of dirt, mud, or litter on or in the vehicle will not be tolerated. Repeated incidents will result in charges to the department for vehicle clean-up.

## **GASOLINE AND OIL PURCHASES**

### ***Gasoline Credit Cards***

Gasoline and oil shall be obtained from dealers who honor the credit cards provided by the University.

These credit cards are not transferable. The credit card will assure the service station and the driver that each sales slip will have all the necessary information for processing.

Do not accept or sign a gasoline charge slip unless it is on the regular credit slip form which is used and accepted by the oil company represented by the vendor. It is important that every driver of University-owned vehicles use the credit card and only patronize the dealers authorized. Every driver should frequently check the fuel supply and refuel the tank when the gauge shows approximately one-fourth full.

Lubrications, car washes, and tire repairs may be obtained at one of these service stations, providing they are equipped to render this service. However, it is preferable to obtain lubrications from an authorized automobile dealer who sells and services the make of car being driven.

All invoices and sales slips, either cash or charge, must be made out to the University and show the following information:

- Vendor's name, address, and the name of company represented
- Date of purchase, license number of vehicle, and the amount and cost of each item purchased
- Signature of driver

## **STORAGE AND PARKING**

Storage and parking charges are allowable under the travel regulations as a direct travel expense, and the paid receipts should be attached to the travel expense voucher for reimbursement. Such expenses must not be charged to vehicle operation.

## **MECHANICAL FAILURES AND EMERGENCY REPAIRS**

Mechanical failures and emergency repairs for vehicles under warranty (those vehicles with less than 36,000 miles) should be reported by calling the toll-free number which is located either on the windshield or in the vehicle. Repairs for vehicles with more than 36,000 miles should be referred to the supervisor of Fleet Services by calling 487-2700 or 906-370-2837 for instructions prior to having the vehicle repaired. Obtain the name, address, and telephone number of the nearest dealership (Ford, General Motors, Chrysler) prior to calling.

## **TIRE AND BATTERY REPLACEMENTS**

Tires and batteries shall be purchased from Goodyear Tire Company, with whom the state has signed contract agreements. When the purchase of a tire or battery is necessary, the driver shall call the Fleet Services supervisor at 487-2700 or 906-370-2837 for instructions on where to make the purchase and obtain contract information.

On the duplicate invoice or sales slip received at the time of purchase, the driver shall write in the license number of the vehicle and the odometer reading at the time of installation and forward immediately to Fleet Services. The tire invoice shall also require the serial number of the new tire and the make and serial number of the tire being replaced.

## **TOWING AND SERVICE CALLS**

The University will reimburse drivers for towing and service calls when required for mechanical failures or accidents. Towing and service calls required because of the driver's negligence will not be reimbursed.

## **AUTOMOBILE INSURANCE**

Michigan Tech's insurance carrier is Michigan Universities Self-Insurance Corporation (MUSIC). The policy number is listed on the back of the certificate of insurance, which is located in the metal travel log folder.

### ***General description***

This automobile fleet policy provides protection for the University and the University-authorized driver for any liability resulting from accidents arising out of the use of the University-owned vehicle. The insurance company will pay all sums which the University or the driver shall become legally obligated to pay up to the policy limits.

### ***What the policy does***

While on official University business, the policy provides protection at all times without regard to hours.

The company will defend any suit against the University or the authorized driver and will pay all expenses in any such defending suit, subject to the limits stated in the policy.

### ***What the policy does not do***

It does not provide coverage for any physical damage to the vehicle, such as collision, extended coverage, or for fire and theft. The University must pay for such losses and may charge the department or driver accordingly.

It does not provide for the loss of personal property (luggage, clothing, equipment, etc.) by fire or theft.

It does not cover bodily injury occurring to a University employee in a University-owned vehicle, but protection would be afforded by Worker's Compensation Insurance.

It does not protect guest passengers, including spouses or relatives of the University-authorized driver, who ride at their own risk. If the driver is found guilty of gross negligence, the passengers may sue the driver.

It does not protect unauthorized drivers of University-owned vehicles who could be declared by the courts to be personally liable for any judgments resulting from accidents caused by use of the University-owned vehicle.

It does not protect individuals driving privately owned cars on official University business. Such individuals are personally liable for any judgments against them resulting from accidents arising out of the use of their personal-owned cars. Protection, if any, must be provided by their personal insurance policies.

The limits of the policy are extended to an individual as excess insurance while driving a personal automobile in the course of employment by the University, provided that such insurance is applicable only if the individual has primary automobile bodily injury and property damage liability insurance. The required minimum limits are: \$20,000/each person and \$40,000/each occurrence for bodily injury and \$10,000/each occurrence for property damage.

## **WHAT TO DO IN CASE OF AN ACCIDENT**

**Remain at the scene.** Do not move the vehicle unless it presents a safety hazard to others. If someone is hurt, call 911 promptly. Warn other motorists in any way possible.

**Contact appropriate authorities.** Promptly report to the nearest police officer any accidents involving injury or damage. If you cannot leave the vehicle, ask a passing motorist to call 911.

**Gather accident information.** Obtain the name and address of the driver and all passengers in the other vehicle(s). Obtain the license number of the other vehicle(s) as well as the license number of any other driver(s) involved. Be sure to obtain the name and address of the other driver's insurance company.

You will need to complete a diagram of the accident at a later time, so attempt to form a written or mental picture of how the accident happened.

**Obtain names, addresses, and phone numbers of any witnesses.**

## **ACCIDENT REPORTING**

The driver of any University-owned vehicle which is involved in an accident should immediately report the accident to the Fleet Services supervisor at 487-2700 or 906-370-2837. If any person(s) is/are injured in the accident, Risk Management must also be notified immediately at 487-2267 or The ASU Group at 1-800-968-3767.

The University furnishes accident report forms, and a form should always be available in the metal travel log folder. A completed report must be submitted covering each accident involving a University-owned vehicle regardless of whether another vehicle is involved. Sign the completed form and forward to Fleet Services so it can be distributed to the appropriate offices.

## **OUT-OF-STATE TRAVEL**

University cars may be used for out-of-state and out-of-country travel, but it should be determined by the department if public transportation would be more economical.

*5/1/08*



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Michigan Technological University is an equal opportunity educational institution/equal opportunity employer.