

VEHICLE UTILIZATION

POLICY NUMBER: RESERVED FOR FUTURE USE

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: DIRECTOR OF FACILITIES MANAGEMENT

RESPONSIBLE OFFICE: OFFICE OF FACILITIES

EFFECTIVE DATE: 5/14/2003

I. POLICY STATEMENT

1. GENERAL

Utilization of all University vehicles is the administrative responsibility of the Vice President for Administration and Finance. The Motor Pool of Northern Kentucky University operates under the official policies and procedures governing the use of State and University vehicles.

2. SCHEDULING

A. The scheduling of all University vehicles is done on a first-come, first-served basis, based on the date and time the properly completed Trip Ticket and Vehicle Interaccount Billing Form is received in the vehicle scheduling center of Physical Plant.

Vehicle users are encouraged to submit their requests as much in advance as possible. However, vehicles may not be requested more than two years in advance of the planned departure date of the trip.

B. To request the use of a fleet vehicle, a completed Trip Ticket and Vehicle Interaccount Billing Form must be submitted to the vehicle-scheduling center of the Physical Plant. Approval of requests will be made only when the request is made for officially scheduled University events such as class field trips, athletic events, musical and dramatic performances, workshops, seminars and conferences, University relations, and official administrative State business.

C. Upon authorization of the request, a written confirmation will be sent to the requestor. Once the confirmation has been sent, the authorization should not be revoked without the consent and satisfaction of the party who has received written confirmation.

D. In the event of a conflict regarding vehicle usage, such as when more simultaneous requests are received than there are vehicles available, the consideration will be given to the number of people served, the distance involved, and budgetary allowances. Priority will be given in the following way: first, to academic programs; second, to athletic events; third, to administrative State business; and fourth, to student groups. If the conflict cannot be resolved by any of the above-mentioned criteria, the Vice President for Administration and Finance is empowered to make decisions determining vehicle usage.

E. More information regarding the utilization of fleet vehicles may be requested by designated personnel of Physical Plant and/or the Vice President for

Administration and Finance. Correspondence, registrations, agendas, schedules, etc., may be required for clarification and support of the request for vehicle usage.

3. VEHICLE OPERATORS

A. Only vehicle operators as authorized by the Vice President for Administration and Finance or his/her designee are permitted to operate a State or University vehicle.

B. All vehicle operators' shall be holders of valid operator's licenses. Operators' licenses will be checked for validity at the vehicle scheduling center before vehicles will be issued.

C. All vehicle operators shall be employees or agents of the Commonwealth of Kentucky.

(1) An employee is defined as anyone receiving wages from the Commonwealth of Kentucky or Northern Kentucky University.

(2) An agent of the Commonwealth of Kentucky is defined as "one who is authorized by the Commonwealth to act in its behalf, or to act for it." Only a major department head of Northern Kentucky University may designate an agent.

D. If a vehicle operator is unfamiliar with driving a fleet vehicle, a driving test may be required by the Vice President for Administration and Finance or his/her designee to insure the safety and well-being of the operator, passengers, vehicle, etc.

E. For all trips involving students in fleet vehicles seating up to fifteen, a faculty or staff sponsor/advisor shall be responsible for the operation of the fleet vehicle in accordance with all official policies and procedures.

F. A full-time Motor coach Driver/Mechanic or his/her designee is employed by the University for the purpose of operating fleet vehicles with a seating capacity of more than fifteen.

G. For all trips involving students in fleet vehicles seating more than fifteen, which requires the use of the Motor coach Driver/Mechanic or his/her designee, the faculty or staff sponsor/advisor has the same responsibilities as above, except for the actual operation of the vehicle.

H. In cases where the faculty or staff sponsor/advisor absolutely cannot be present, an employee or an agent of Northern Kentucky University may be appointed to act under the direct supervision of the sponsor/advisor.

An Agent Authorization Form must be approved by the major department head and on file in the vehicle scheduling center before vehicles will be issued to the appointed agent. The agent has the same responsibilities as listed above.

I. All vehicle operators and passengers shall be liable for disciplinary action by their immediate supervisors and the University's administration as well as any resulting legal actions for violation of any of the official policies and procedures

governing the use of State and University vehicles.

The University reserves the right to cancel trips at any time if a vehicle operator violates any official policies and procedures. If passengers in fleet vehicles violate any official policies and procedures, the University employee or agent should immediately cancel the trip and return the vehicle to the University

4. RULES AND REGULATIONS

A. All persons operating or riding in State or University owned vehicles shall wear lap/shoulder belts, or combinations thereof, as provided.

B. Smoking in State owned vehicles is prohibited if the driver or any passenger is a non-smoker.

C. Alcoholic beverages and/or illegal drugs as defined in the Kentucky Revised Statutes are prohibited in University vehicles.

5. COMPLETION OF TRIP TICKET & VEHICLE INTERACCOUNT BILLING FORMS

A. Trip Ticket & Vehicle Interaccount Billing Forms should be typed. If the forms must be hand-written, requestors must print legibly and use enough force to ensure that the information can be read on all copies of the form.

B. Forms must include all pertinent information such as dates, times, account numbers, etc. Full names of associations, destinations, etc., must be used. Forms with acronyms and other abbreviations will not be accepted. A brief but informative justification of the trip must be on the form. The signature of the requesting department's administrator must be on the form. If applicable, the travel authorization number for out-of-state travel must be provided.

II. ENTITIES AFFECTED

Faculty, Staff, and Students

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
New Policy	5/14/2003
Choose an item.	
Choose an item.	
Choose an item.	
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