

THE UNIVERSITY OF NORTH CAROLINA AT ASHEVILLE
Policy and Procedures Manual

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Subject: Temporarily-Assigned Use of State-Owned Vehicles

GENERAL

The University has assigned state vehicles, which are part of the State Motor Fleet. Typically, the Motor Fleet is used to provide transportation for work-related purposes to departments that do not have permanently assigned vehicles. "Work-related purposes" include attending meetings, seminars, training sessions, etc., which are located off UNCA's campus. Faculty/staff may reserve vehicles for field trips that are academic in nature. Motor Fleet vehicles are not available for use by community organizations or for personal use by an employee.

USE OF MOTOR FLEET VEHICLES: RULES AND REGULATIONS

A Travel Request & Invoice form (MO 721-1) is necessary to reserve a Motor Fleet vehicle. These forms may be purchased from the Central Stores; most departmental secretaries are well versed in their required completion. Generally, Motor Fleet vehicles are assigned on a first-requested, first-reserved basis; academic requirements have priority over non-academic requirements, as does the need by the Chancellor or Vice Chancellors.

NOTE: The "bumping" by Academia to satisfy academic requirements may occur up to (and no later than) one month (**by date**) before the date the vehicle is needed by any Academic department (i.e., the completed MO 721-1 needs to be in the office of Facilities Management's Customer Service Department by **9/10** to cover the need for a vehicle on **10/10**); there will be NO CHANGES made after that exact due date. This policy also applies to the Chancellor's Office, as well as those of the Vice Chancellors.

Motor Fleet vehicles can only be assigned to university employees for job-related functions. A "university employee," for purposes of vehicle assignment, is any individual working for UNCA for wages or salary. UNCA passenger-carrying vehicles may not, by law, be driven by anyone who is not a state employee, and may not be used by any state employee for any private purposes whatsoever. Spouses and children are permitted to accompany university employees on trips in state-owned vehicles, when sufficient space is available, and when all travel is strictly for official business. Family pets are NOT permitted in state-owned

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vehicles. (Leader dogs for blind persons are excluded from this restriction.) Students who are not university employees may accompany UNCA employees driving state-owned vehicles to attend athletic events and other activities officially sanctioned by the institution, but only as a passenger. Hitchhikers are not allowed to ride in any state-owned vehicle.

Vehicles cannot be driven to an employee's home or used during non-working hours unless one or more of the following conditions apply:

- 1) State-approved business requires an authorized trip by vehicle the following work day, the employee's residence is closer to the destination than is the regular work station, and the employee does not have to return to his/her regular work station prior to beginning the trip.
- 2) Employee needs the use of the vehicle after completion of regular work day to conduct state business on the same day or before his/her regular working hours on the next day.

USE OF MOTOR FLEET VEHICLES: PROCEDURES

Motor Fleet vehicles will be assigned and maintained by the Customer Service Department of Facilities Management. An employee desiring to use a state-owned vehicle for official business must:

- 1) Call Customer Service @ 6564 for availability of a vehicle which suits their travel needs.
- 2) Once a suitable vehicle is determined to be available for the time period needed, complete a Travel Request and Invoice form (MO 721-1), to include pertinent departmental and/or vice chancellor signatures.
- 3) To secure the reservations, immediately forward the approved form (MO 721-1) to the Customer Service Department (CPO #1100).

If a trip, for which a vehicle is reserved, is canceled, Customer Service should be notified at once, allowing for reassignment of the vehicle. Failure to cancel a reservation may result in the department being charged for the minimum mileage (35 miles/per day) lost during non-use of that vehicle.

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Vehicle Charges. Department of Administration set the following rates;

- 1) Passenger Car \$.24 per mile
- 2) Minivans \$.24 per mile
- 3) 15-passenger Vans \$.33 per mile

Relief Drivers. A designated relief driver must be indicated on the Travel Request and Invoice form for all trips that include a distance of 600 miles or more within a 24-hour period. The relief driver must meet the same criteria as the principle driver.

License Requirements. Faculty, staff, or student employees who will be driving a State Motor Fleet vehicle must file a photocopy of his/her valid driver's license with Customer Service.

Faculty/staff are permitted to drive vans designed to carry 12 or more passengers without a chauffeur's license providing: (1) driving is done on a solely volunteer basis (with a valid Class A or Class B license), and (2) driving a van is not within the employee's normal and regular job function (in which a chauffeur's license would be required).

Repairs. All UNCA Motor Fleet vehicles are normally maintained by the Facilities Management Mechanic. When employees develop vehicle trouble while traveling, Motor Fleet Management (MFM) regulations require that NO repairs be made without prior authorization. While traveling, to obtain such authorization, call 1-800-277-8181 (the number on the windshield of the car); MFM will ask for the vehicle number (driver's side window), vehicle mileage, and any known details of the needed repair and an estimate of the cost. If no details are known, MFM will instruct the driver of the steps to be taken.

After contact has been made with MFM, the driver needs to contact the UNCA Mechanic at 828-251-6564, during normal business hours. On holidays or weekends, Public Safety should be contacted at 828-251-6710 with the request for them to contact the Mechanic (leaving a number where driver may be reached). Any **unauthorized** repair expense will be the responsibility of the assigned user. The State does not pay unauthorized repairs.

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Checkout and return of vehicles. When a vehicle is checked out to an employee, the Facilities Management Motor Fleet Management representative will complete the portion of the form showing the date and time out; Voyager & DOT gas cards and pump key, keys, and record book will be issued; and the driver will sign the form for receipt of the vehicle. The form will be on file in Customer Service.

NOTE: The State of North Carolina prefers that gasoline purchased be obtained from state-owned facilities (a black pump key & DOT gascard are attached to key rings), except when those facilities are closed, or when out-of-state travel is required. At those times, the Voyager Card is provided for use at any nation-wide gas station. For requested ID numbers, the last four digits of the van number may be used; for a six-digit number, add two (2) zeroes before the 4-digit number. Should any problems arise, call the 800-number on the back of the Voyager Card.

Customer Service hours are Monday - Friday, 7:00 a.m. to 5:00 p.m. Employees must pick up keys, gas cards, and logbook for their assigned vehicle between those hours; for weekend departures, aforementioned items must be signed out on Friday before 5:00 p.m.

NOTE: Temporarily assigned vehicles will NOT be issued during adverse weather conditions. Vehicles already assigned, but that have not left campus, may be canceled or delayed at the discretion of MFM representative.

Upon return to campus, the vehicle must be parked in the Motor Fleet lot, and keys with cards, and **completed** logbook must be returned to the Customer Service Office, unless otherwise arranged with the Customer Service Representative. At this time, please report any complaints about the vehicle's performance.

The travel logbook and/or the glove compartment of the car contain the following items:

- Travel log book (FM-12)
- Voyager & DOT gas cards and pump key (on key ring)
- Emergency instruction and maintenance card
- Reimbursement request form (FM-32)

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- List of state-owned gasoline and repair locations
- Accident report form (FM-16)
- General rules and information

No Motor Fleet vehicle should be returned to Customer Service with the gas tank less than **one-half** full. If this occurs, the tank will be filled to the required level, and the responsible department charged. Also, vehicles should be returned in the condition in which they are received; all trash should be removed from the interior of the vehicle, and cleaned of abnormal dirt & debris. Should the vehicle require cleaning (interior and/or exterior) due to occupants' neglect or abuse, the appropriate department will be charged for same.

When vehicles are assigned for days/weeks at a time, while remaining on campus (as with summer camps), the vans **MUST** be returned to the Motor Fleet lot each evening for the mechanic's inspection every morning.

Any damage to the vehicle (scratches, dents, broken windows) should be reported, when the vehicle is returned. An accident report will be completed by UNCA Public Safety; depending on the outcome of the report, the responsible department may be held liable for the cost of repairs.

STUDENT USE OF STATE-OWNED VEHICLES

In accordance with North Carolina Motor Fleet Management Rules and Regulations, only students who are student employees may drive state-owned vehicles. A "student employee," for these purposes, is defined as a person who is on the University's payroll, and whose compensation is for services related to the purpose of the trip. The following guidelines and procedures must be followed for student employees to use state-owned vehicles:

1. Students may utilize state-owned vehicles to attend athletic events and other activities officially sanctioned by the institution, provided the proper account is reimbursed at the standard mileage cost rate by the student activity fund involved.
2. Student groups must be accompanied by a faculty/staff member of the University. The faculty/staff member must accompany the student organization, and be in the vehicle at all times during its use.

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SEAT BELTS

In accordance with the General Statutes of North Carolina and Motor Fleet Management Rules and Regulations, the driver and all front seat passengers must wear seat belts (even if the vehicle is equipped with an air bag) at all times, when the vehicle is in motion. State statutes also requires any children, who are lawfully traveling in a Motor Fleet vehicle must be buckled into seat belts or in approved car seats.

VIOLATIONS, PARKING CITATIONS

It is the responsibility of the individual assigned driver to observe all state motor vehicle laws and ordinances. All violations and fines shall be the responsibility of the driver. Abuse of motor vehicle laws and ordinances may result in denial of the use of a UNCA Motor Fleet vehicle.

When a state-owned vehicle is parked on a municipal street, it is the responsibility of the assigned driver to pay all parking fees, and any parking fines or other fines assessed against the vehicle. If a parking citation is not paid, the State Motor Fleet Office will be notified, and will contact the UNCA Motor Fleet representative. Excessive unpaid parking citations received for the same driver may be adjudged to constitute vehicle abuse, and may result in suspension of privileges to use Motor Fleet vehicles.

LOSS OF MOTOR POOL USE PRIVILEGE

Use of a UNCA Motor Fleet vehicle is a privilege. Violations of the following kinds may lead to suspension of an employee's or department's privilege to use these vehicles:

- 1) Use of the vehicle for any purpose other than official UNCA business.
- 2) If false information is willfully and knowingly submitted on any log sheet or Travel Request.
- 3) If vehicle abuse occurs. Abuse includes, but is not limited to, improper care and maintenance of the vehicle (excess and extended filth of vehicle), willful damage to the vehicle (destruction of interior or exterior with foreign objects)

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and reckless disregard for the proper operation of the vehicle (excessive moving or standing violations).

- 4) Habitual practice of not adhering to UNCA Motor Fleet Policies and Procedures, like not canceling reservations upon cancellation of trips, or leaving the vehicle below the required one-half tank of gasoline.

INSURANCE COVERAGE

The State of North Carolina Department of Administration, Motor Fleet Management Division, carries liability insurance for authorized drivers. The policy carries limits for bodily injury up to \$100,000 per claimant, and up to 5 million dollars for each occurrence. Employee's Workers' Compensation protection and/or state-provided insurance should cover medical expenses incurred by any state employee, operating or riding in a state-owned vehicle, while conducting official state business. If injury occurs while a passenger on a MFM vehicle, a non-state employee may file a Tort Claim through the UNCA business office for medical compensation.

The Motor Fleet Management Division is not responsible for property left in parked vehicles at any location, including assigned parking spaces on the UNCA campus. Motor Fleet will not reimburse any costs associated with locking a key in a vehicle.

ACCIDENTS

If an accident should occur, regardless of amount of damage, the driver is responsible for reporting the accident to the 1-800-277-8181 number in the upper left corner of the windshield. A police accident report must be made of which the driver must obtain a copy. Information that should be obtained from the other driver involved in the accident includes: name, address, telephone number, license plate number, insurance company, and policy number. An Accident Reporting form (FM-16) must be completed, and brought to the Customer Service Supervisor along with the police report. All accidents involving injury or damage to a state vehicle must be report to Travelers Insurance Company promptly as follows:

In North Carolina (except in Bertie, Currituck, Hertford, Pasquotank, Camden, Dare, Hyde, Perquimans, Chowan, Gates, Martin, & Washington Counties; use 804-330-4788), call 800-762-3804.