

## Vehicle Fleet Management

### **Section:** Facilities

**Policy:** University Housing has a fleet of state vehicles that are available for official University Housing business.

**Background:** Additional policies regarding the use of state vehicles may be found:

- A. [Georgia Fleet Management Manual \(DOAS Office of Fleet Management\)](#)
- B. [The State of Georgia, DOAS, Policy 10, Rev No. 9](#)
- C. [UGA Human Resources Administrative Practice Manual: Employment-Motor Vehicle Use](#)

**Purpose:** The purpose of this policy is to describe appropriate deployment, management and use of University Housing vehicles.

**Scope:** This policy applies to all University Housing employees who drive on institution business.

### **Procedures:**

- I. Responsibilities:
  - A. Motor Vehicle Coordinator:
    - 1. Recommends new and replacement vehicle purchases as part of the annual plant fund process.
    - 2. Coordinates preventive maintenance and required maintenance on all vehicles.
    - 3. Coordinates repair and documentation of vehicle accidents.
    - 4. Coordinates retrieving vehicle data to make required reports.
    - 5. Ensures all recurring reports and incidental vehicle reports are made.
  - B. Vehicle Manager:
    - 1. Creates and manages checkout and reservations systems (logs) for all vehicles assigned.
    - 2. Inspects vehicle(s) daily for damage and reports condition to motor vehicle coordinator as warranted.
    - 3. Submits a work request to Work Control Office for vehicle repair.
    - 4. Is responsible for transporting vehicles under their management to the UGA Automotive Center for incidental maintenance needs after receiving a work order from Work Control Office.
  - C. Driver:
    - 1. Must be on a current University Housing payroll.
    - 2. Must possess a valid U.S. driver's license.
    - 3. Will examine the condition of vehicle before and after driving and report any damage to the vehicle manager.
    - 4. Will operate vehicle in accordance with this policy and local traffic laws.

5. Is responsible for any moving or parking violations incurred during the operation of the vehicle.
6. Will report to their supervisor any moving violation for which the driver is cited or any accident in which they are involved. Considering the violation and driver's overall driving record, the supervisor and fleet manager will make a determination as to whether the driver remains approved to drive University Housing vehicles.
7. Is responsible for any parking violations incurred on or off campus.
8. Will notify the vehicle manager when the vehicle is in need of maintenance.
9. Will not leave the vehicle idling when the vehicle is parked.
10. Will return the vehicle in the same condition as when it was checked out, (e.g., all trash removed).
11. Will make an entry in the vehicle log with every use of the vehicle.
12. Will return the vehicle with more than ¼ tank of fuel. Fuel vehicles at the UGA Automotive Center outside the local area. Will return vehicle and keys immediately after use, so as not to disrupt the vehicle's reservation schedule.
13. Keys must be returned to the vehicle manager and should not be passed from one driver to another.
14. Will secure items within the vehicle in a way that avoids invitation to break and enter to retrieve. This does not apply to vehicles with equipment specifically stored and carried for departmental business (e.g., tool vans and trucks).

## II. Vehicles

- A. The housing vehicle fleet is divided into pools. A vehicle pool consists of one or more vehicles assigned to a specific vehicle manager.
- B. No housing vehicle is assigned for the sole use of any one person.
  1. Certain designated vehicles are for after-hours use solely by security and RPS staff. Vehicles so designated are indicated on the vehicle deployment list. The vehicle deployment list can be found on the shared drive following the address: <S:\Resources\Facilities\Vehicle Deployment>
  2. University Housing vehicles are primarily for use on campus and/or within the immediate geographic area surrounding campus.
    - a. Undergraduate and graduate student drivers are restricted to the boundaries of Athens/Clarke County.
    - b. Written supervisory approval is required for student employees to drive beyond these boundaries in a housing vehicle. This approval must remain with the driver when outside of Athens/Clarke County.
- C. Maintenance: All vehicle maintenance will be coordinated by the Work Control Office through the UGA Automotive Center.
  1. All vehicles receive a six-month preventive maintenance (PM) service. The Work Control Office schedules this service and coordinates with the warehouse to deliver the vehicle to the Automotive Center and return it to the vehicle manager upon completion. PM service is primarily scheduled overnight, so as not to interfere with availability during working hours.

2. Repairs will be initiated by submitting a University Housing work request. Vehicle managers are responsible for delivering and retrieving their vehicles to and from UGA Automotive Center.

D. Accidents:

1. Driver will report vehicle accident to the vehicle manager upon return of the vehicle keys and to their supervisor upon return to their work area.
2. Supervisor will interview the driver to obtain circumstances of the accident. The supervisor and driver will submit a NETCLAIM report to DOAS following the instructions contained on the NETCLAIM card in the vehicle's glove box. The accident's circumstances will be reported to the fleet manager via email.
3. Vehicle manager will inspect the vehicle damage and submit a work request to the Work Control Office for the vehicle coordinator to initiate repairs.

III. Parking

- A. General parking policies can be found at the UGA Parking website.
- B. Departmental vehicles shall only be parked in designated state vehicle spaces on campus and in legal parking spaces off campus.
- C. Departmental vehicles shall not block designated handicap spaces or curb cuts.
- D. Departmental vehicles shall not interfere with the flow of pedestrian traffic.
- E. Drivers should avoid parking on sidewalks and grass.

IV. Other

- A. Vehicles are reserved through the appropriate manager during normal business hours.
- B. Loads carried by trucks must be properly secured to avoid loss or damage during transport.
- C. Transporting passengers in pick-up truck beds requires caution.
  1. The driver shall ensure that all passengers are seated in the bed of the truck. Riders will not sit on the bed rails, wheel wells or tailgate.
  2. The driver shall drive at a speed well below the posted speed limit. Trucks shall not leave campus with passengers riding in the bed.
- D. Departmental vehicles shall not be used for personal business.
- E. Evening/Weekend Use:
  1. Keys for vehicles reserved for the evening or weekend must be picked up from the appropriate vehicle manager by 4:30 p.m.
  2. Keys for evening and weekend use must be returned to the appropriate vehicle manager by 8 a.m. the next business day or the first business day of the week. Keys for vehicles reserved through the Russell pool can be placed in the drop box located near the entrance to the main housing office.
  3. Security staff must attach the nightly vehicle use log to their regular report.

Definitions:

Fleet Manager (director of facilities): directs policies, procedures and use of the University Housing vehicle fleet. Configure vehicle fleet deployment to best meet departmental needs.

Vehicle Coordinator (special projects coordinator): coordinates all motor vehicle activities (e.g., vehicle assignment, purchase, damage repair, inspection and preventative maintenance).

Vehicle Manager: manages the day-to-day use, maintenance, daily inspection and fueling of each vehicle assigned. Maintains vehicle reservation and usage logs.

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