



***Transportation
Policy and Procedures Manual***

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Entities Affected

All employees and units of Albany State University are affected by this policy. This policy applies to all University employees who drive on institution business, regardless of whether a University owned vehicle or a rental vehicle is utilized.

Overview

Albany State University maintains a fleet of vehicles, which are available to faculty and staff under short or long term rental agreements for university business only. Transportation Services offers a wide range of vehicles to meet staff and faculty needs. Vehicles include compacts, sedans, 15-passenger vans and buses for 30 or more passengers. Rental rates include fuel, service, and repair. A credit card is provided with each vehicle and is to be used for vehicle fueling only. No personal use is permitted.

Mission Statement

Transportation Services mission is to provide safe, economical, and appropriate transportation for Albany State University's faculty and staff in performance of official university business. To fulfill this mission, Transportation Services has established the following goals:

- Organize a staff and maintain a facility which provides superior service, repair, reservation and dispatch, and administrative support to the University faculty and staff.
- Establish policies and procedures that reflect the best way to operate the fleet with the faculty and staff in mind.
- Acquire the type and number of vehicles necessary and appropriate to meet the needs of the faculty and staff to perform their official business duties.
- Rent the vehicles to all departments on a first- come first -serve basis.
- Manage the fleet in a manner that insures the lowest possible operational cost while maintaining consistently high mechanical reliability.
- Maintain, repair, and dispose of vehicles in a manner that brings the highest possible economic return.
- Think independently and competitively to obtain the best ratio of dollars spent to miles driven.

Policy Guidelines

While this policy provides the framework and procedures to be followed by all employees of Albany State University, no matter what their capacity, personnel must further be sensitive to their responsibility to avoid even the slightest appearance of misuse of any University property, including vehicles. This policy is applicable regarding the use, assignment, and management of University owned or leased vehicles and clarifies that motor vehicles be used for the official business interests of Albany State University, and never the personal interests of the employees. All employees are expected to ensure that they act responsibly and are held accountable for any violation of this policy. All managers are charged with addressing any violations promptly and effectively.

Policy Violations

Generally, policy violations will be reported to the Human Resources Director immediately along with the appropriate documentation to follow in a timely manner. The Human Resources Director will be responsible for ensuring that the ASU Chief of Police, the Transportation Superintendent, and the Legal Counsel (for purposes of risk management) are notified in a timely manner as the issue dictates. When feasible, issues will be discussed and appropriate disciplinary action recommended. However, this policy recognizes that the Human Resources Director and the Chief of Police must react in a timely manner when there are safety and legal concerns involved.

The Human Resources Director, along with the Chief of Police when required, will also ensure that all violations are handled in compliance with all applicable laws, as well as Georgia Department of Administrative Services, University System of Georgia, and Albany State University policies and procedures.

Eligibility

All employees of the University who wish to use University vehicles or rental vehicles for University business should be appropriately licensed and meet acceptable driving standards as defined within the policy. Employees may need to upgrade to a class B license in order to drive a van with more than 15 passengers including the driver.

All employees who routinely drive University-owned vehicles or have a specific vehicle assigned will be subject to annual training and annual completion of the Driver Acknowledgement Form prior to operating University vehicles on University business.

Employees who are approved for special purpose driving shall be subject to annual training and be required to complete the Driver Acknowledgement Form on an annual basis. Special purpose driving is defined as travel covered by a Travel Authorization, which may include travel for professional development, meeting attendance, workshops, conferences, etc.

Personnel utilizing the University Motor Vehicle Pool must be an active non-student employee and be at least 18 years of age. Please note that only employees with a properly approved Authority to Travel form as required by the State and other supporting documentation, such as a driver's license, are allowed to receive travel benefits and utilize the Motor Vehicle Pool.

Graduate students that are employed by the University and have a valid Driver's License on file may be allowed to drive (and must be put on the form with their Driver's License number and Employee ID), but will not be allowed to check out a vehicle. The non-student Personnel checking out the vehicle must be with the vehicle at all times, however, and assumes the risk by allowing a graduate student to assist with driving.

As with all University/State vehicles, pooled vehicles may not be used for personal business or pleasure. Employees utilizing the University Motor Vehicle Pool must have read and understood the complete University Vehicle Usage Policy and will sign an agreement to that affect (Driver Acknowledgement Form) before a pooled vehicle can be assigned.

Ensure that the Driver's License number and Employee ID number are listed for everyone who may be driving the vehicle on the Motor Pool Vehicle Request Form. However, please note that the Employee checking out the vehicle is responsible for staying with the vehicle at all times, ensuring that the procedures and requirements of this Policy are followed by all, and turning in the vehicle along with the keys and required documentation.

Motor Vehicle Pool

Due to the limited number of pool vehicles, Albany State University may not be able to provide vehicles at every request. However, in order of precedence you should 1) utilize a personal vehicle if desired or an assigned vehicle when possible, 2) use a pooled vehicle, or 3) utilize a rental vehicle under the State contract because it is more cost effective for the University. Policy requires that you request a vehicle from the Motor Vehicle Pool **BEFORE** you can use a rental vehicle. (This does not apply when a vehicle is rented at a travel destination. For example, if you are traveling to Washington, DC, by air for University business, you must still put in a requisition for a rental vehicle at the destination.)

Safety & Maintenance Rules

Safety and maintenance issues to be mindful of when utilizing a Vehicle from the University Motor Pool:

- Total occupancy in Pooled Vehicles may NOT exceed the number of seat belts. In the interest of safety and the protection of lives and property, there is an Executive Order in the State of Georgia requiring the use of seat belts in all State –owned vehicles. Seat belts are **REQUIRED** to be worn by **EVERY PERSON** in the vehicle.
- Smoking is not allowed in any University vehicle.
- Baggage and equipment should be kept in the trunk, cargo area, or as far back as possible to prevent them from becoming dangerous projectiles.
- There should be no loud music, throwing of objects, or other driver distractions. Mobile telephones may only be utilized if hands free.
- Turn and lane change signals must be used to signal the driver's intention.
- The driver must slow down and use caution when driving over speed bumps or pot holes. A van should be brought to a complete stop before proceeding over a speed bump. This will avoid damage to University Vehicles as well as preventing jolts to passengers in the rear of the vehicle where the jolt is five times greater than in the front.
- A majority of vehicle accidents happen while traveling in reverse. Avoid backing when possible, such as using pull-through lanes, and when travel in reverse is necessary proceed slowly and use the assistance of your passengers. Whenever possible, use a ground guide to assist you while backing up.
- If it is raining it is recommended that you lower your driving speed under the posted limit. Roads are most slippery due to surface oil and grease at the start of the rain. Speed should also be reduced if there are strong winds which can make driving difficult. During adverse conditions, the driver should have both hands on the steering wheel and be alert for other vehicles. The driver may opt to pull over until adverse conditions have passed.
- Do not remove any seats from vehicles that have removable seats.
- Non-university equipment, such as car top racks and trailers, are not to be used with Motor Pool vehicles. Additionally, no personal equipment (stereo systems, speed detectors etc.) are to be attached to the vehicle.
- Any person found misusing a vehicle may have their privilege to drive pool vehicles revoked at the recommendation of the Transportation Superintendent.

Reserving and Using A Motor Pool Vehicle

The Transportation Office is open from 8:00AM to 5:00PM, Monday through Friday, excluding holidays. All reservation requests must be made during these hours. Requests made after these hours will be processed the next business day. Transportation Services is not open on Saturdays or Sundays. If you need a vehicle to depart on these days you must pick up the keys between 3:00 and 5:00 pm the Friday prior to departure. The vehicle needs to remain on the lot until you depart for your trip over the weekend. Vehicles are issued on a first come, first served basis. Departments and employees should anticipate their needs in advance and make early reservations. **Sharing a vehicle is strongly encouraged for employees traveling to the same destination.** Should a vehicle not be available through the Motor Pool, the requester will be directed to contact Purchasing to secure a rental vehicle for that trip. Transportation Service reserves the right to cancel or adjust reservations upon determining that an excessive number of vehicles have been reserved for the same trip.

Motor Pool Vehicle Rates (Excluding Gas)

<u>Vehicle Type</u>	<u>First Day Rate</u>	<u>Add'l Day Rate</u>
CAR	\$50.00	\$40.00
VAN	\$85.00 (if you drive)	
BUS	\$2.95/MILE	
VAN W/DRIVER	\$1.50/MILE (with driver)	

(Rates are subject to change or exception by the Vice President for Fiscal Affairs).

Vehicle Reservations

Note: All University Employees using University Vehicles and/or renting vehicles that are paid with University funds, should familiarize themselves and comply with the University's Policy.

To request a vehicle, an ASU employee must submit the following:

- Approved Travel Authorization
- Vehicle Trip Request Form (see copy at end of manual)
- Request for Purchase (completed and approved by Fiscal Affairs)

After receiving the keys for a vehicle from Transportation Services, check the accompanying packet for the following documents:

- Fuel Card
- An Envelope for Key-Return and fuel card receipts

Non-Approved Uses

Vehicles are for official business only and are to be used by authorized faculty and staff. University vehicles are not to be used for vacations, by family members, and used for personal errands, except for occasional incidental events. University vehicles are easily identifiable. Common sense must be used, public perceptions of where vehicles are operated and parked considered, and state law accommodated, which does not permit personal use of university vehicles. Employees who use University vehicles for personal purposes are potentially liable for accidents, injury, and damage, which occur during unauthorized use. Note that Motor Pool vehicles have 1-800-576-2561 phone number on the bumper sticker for reporting of concerns by the public.

Driver Qualifications

The Driver Acknowledgement Form will be reviewed by the Transportation Superintendent and made a part of the personnel file, and copies will be maintained by the Transportation Superintendent for administration purposes. Each covered employee must initial next to each safety standard on the form and sign to be deemed eligible to drive. University employees must have a valid license in their possession while operating a vehicle on University business.

A copy of the drivers ID will be made during your first request for a vehicle and maintained in the employees file in Human Resources.

Qualified drivers agree to the following stipulations when utilizing a University owned, leased, or rented vehicle for University business:

- Drivers must turn off the vehicle, remove the keys and secure the vehicle when it is unattended to the extent possible.
- Drive the vehicle at legal speeds, appropriate for traffic, weather, and road conditions.
- Immediately report all accidents or violations as outlined in this policy.
- Assumes responsibility for obtaining information about weather conditions when travelling on University business.
- Maintain the appearance of the vehicle and be responsible for clearing all trash and other items from the vehicle on a regular basis or before returning the vehicle.

Driver Disqualifications

The Transportation Superintendent is responsible for maintaining a **log of all disqualified drivers**, updating the list as necessary, and ensuring that notification is made to both the employee and their manager. Disqualified drivers are **not allowed to drive on University business** until reviewed and any required follow-up action undertaken that is necessary and addresses the disqualification issue. An *employee with a driver's license that is expired, suspended, or revoked is not permitted to drive on University business* until the license is reinstated. Employees who drive on University business are to disclose any license expiration, suspension, or revocation.

As noted in the USG Human Resources Administrative Practice Manual, an employee who has had **one** of the following occurrences **during the 24-months preceding their use or request** for use of a University vehicle or a vehicle rented or used for University business will be considered a “**Disqualified Driver**”:

- Accumulating more than 10 points on his or her driving record.
- Receiving a citation (ticket or warning) while driving on University business.
- Having an “at fault” motor vehicle accident within the six (6) months preceding an assignment to drive on University business.
- Having been convicted of one of the following offenses preceding an assignment to drive on University business:
 - Driving Under the Influence (DUI)
 - Driving While Intoxicated
 - Leaving the scene of an accident
 - Refusal to take a chemical test for intoxication
 - Use or possession of marijuana or other controlled substances which are considered illegal by the State of Georgia.

A **Disqualified Driver** may not drive on University business until: (a) his or her Motor Vehicle Record has been reviewed and the Disqualified Driver has satisfied the corrective, preventative, and/or educational measures specified.

The measures specified may include, but are not limited to the following:

- Viewing a driver safety video;
- Successfully completing an approved defensive driving course;
- And/or waiting a specified period of time before being permitted to again drive on University business.

Based on the nature of the events leading to a Disqualified Driver status, it may be determined that the Disqualified Driver may never again be permitted to drive a vehicle on University business. Prior to making such a determination, the Transportation Superintendent must consult with the Disqualified Driver’s departmental manager to discuss the factors supporting such a determination and the effects such a determination may have on the job status of the Disqualified Driver.

Employees who drive on University business are to disclose receipt of the above charges, expiration, suspension, or revocation by submitting a Driver Notification Form no later than the workday following the charges. Employees who meet all **Driver Qualifications** following disposition of the charges are permitted to resume driving on University business. If an employee does not meet all **Driver Qualifications** following disposition of the charges, the employee will not be permitted to drive on University business until the circumstances leading to such citations have been reviewed by the Legal Counsel and the Disqualified Driver has satisfied the corrective, preventive and/or educational measures specified. The determination of the measures required will be made and reviewed by the Legal Counsel, in consultation with the employee’s department manager, based on the specification citation and circumstances.

Among the factors that should be considered in determining whether Disqualified Driver status can be removed, and the conditions for doing so may include:

- The driving conditions under which the relevant events occurred;
- The extent to which the Disqualified Driver exceeded the maximum speed, level of intoxication, or other limitation imposed pursuant to the applicable law;
- The apparent degree of recklessness or disregard for safety on the part of the Disqualified Driver;
- Whether anyone was injured as a result of the Disqualified Driver’s actions; and
- The amount of time that has passed since the event in question.

If an employee is disqualified from operating a University vehicle he/she is not permitted to drive a golf cart.

Alcoholic Beverages

It is the policy of Albany State University that no alcoholic beverage containers (empty or full) are allowed in University-owned vehicles. The policy is intended to encourage driving safety and limit the liability of the University and the driver should an accident occur. Any situation that may be considered as an extenuating circumstance must be described in writing and approved by the Superintendent of Transportation Services before the vehicle is used.

Fees and Driving Violations Payments

The University is not exempt from tolls charged on highways. Each individual operator is responsible for paying all tolls and filing for reimbursement with the University, generally on a Travel Expense Reimbursement form as part of their travel expenses if on official University business.

Fines for traffic violations incurred by individual operators of University vehicles are the responsibility of the operator and will be paid by the operator.

Contractors

Contractors are not authorized to drive University vehicles except when specifically authorized by State of Georgia laws. Since being an independent contractor entails using one's own tools rather than the client's, requiring contractors to use their own vehicles should not be an issue. More importantly, University insurance is limited to University officers and employees, and independent contractors are specifically excluded from the definition of the "state officer and employee." The only exception is certain non-profit contractors authorized by O.C.G.A. section 45-9-42 and in these limited circumstances there must be a written contract outlining the scope of the nonprofit contractor's use of the vehicles and the premium that has been paid for the insurance provided.

WEX Fuel Card

Wright Express credit card is offered by Albany State University Transportation Services in order to purchase fuel when you use a University vehicle. The Wright Express card is used for the purchase of fuel only. Wright Express requires a University assigned drivers ID when using the card.

Do not use the fuel card in any vehicle except the one to which it is assigned. All vehicles will use only regular unleaded 87 octane fuel. This gas card is valid at most major gas stations. At the service stations, look for the Wright Express logo sticker on the gas pump, or ASK if they accept the card BEFORE refueling. There is a list of gas stations accepting the Wright Express card in the packet in the glove compartment.

If a card is lost or stolen, it should be reported to the Transportation Superintendent immediately. Upon return of the vehicle, the driver must return all Fuel Card receipts along with the key to the vehicle in the envelope provided.

****IF A DRIVER IS UNAWARE OF THEIR EMPLOYEE ID NUMBER, PLEASE SEE PERSONNEL IN HUMAN RESOURCES.***

Each vehicle must have ***a fuel card, and an insurance card within the vehicle to be used only for that vehicle.*** Copies of these records will be provided on a semi-annual basis to the Transportation Superintendent for the Vehicle Files. Additionally, the Transportation Superintendent or any member of the may ***audit a vehicle at any time*** to ensure that these records are being maintained within the vehicle. At least once annually they will review all vehicle records to ensure that the University is maintaining the appropriate records for each vehicle owned.

Separate fuel cards will be obtained for other power equipment needs such as (lawn mowers, utility vehicles, pressure washers, etc.). Using the state fuel card to purchase fuel or services for a private vehicle is prohibited. Supervisors are also responsible for immediately reporting any terminations of employees who have been issued a pin for State vehicles. The Transportation

Superintendent will cancel the pin and/or card immediately upon notification. **Violations regarding the use of state fuel cards may result in termination of the employee.**

Insurance

All Board of Regents institutions participate in a vehicle self-insurance program that provides liability and collision for damages where fault rests with the university driver. When damage to a vehicle is a result of gross negligence, or where accidents are reasonably avoidable, a charge of up to \$500 may be assessed to the department responsible for authorizing use of the vehicle. In cases of gross negligence, or where the driver is clearly at fault, Transportation Services may further assess part or all of the cost of repairing the vehicle.

Accidents

University drivers must report all accidents to their department supervisor and complete the Regents Accident Report form and forward it to Transportation Services as soon as possible following the accident. Failure to report accidents, convictions and violations as required may result in the loss of privilege to use University vehicles and disciplinary action.

University drivers must report all accidents or incidents involving University vehicles within one business day to Transportation Services, regardless of who was hurt, what property was damaged, where it occurred, or who was responsible. All University vehicles contain an information packet with instructions on what to do in case of an accident. Failure to report an accident or incident of damage will be considered in assessing fault to a driver and may result in loss of vehicle privileges, restricted use, or assessment of repair costs or insurance deductibles to the department.

Risk Management (Accident Reporting)

An incident in which an Albany State University vehicle is involved (whether in motion, temporarily stopped, parked, or being loaded or unloaded) that results in personal injury and/or property damage, regardless of who was hurt, what property was damaged, or who was responsible, is defined as an accident. A preventable accident is one in which the driver in question failed to exercise every reasonable precaution to prevent the accident.

An accident must be reported by the university driver, regardless of who was hurt, what property was damaged, where it occurred, or who was responsible. All Transportation Services vehicles contain an information packet with instructions about what to do in case you are in an accident or you need fuel or repairs. The packet contains complete instructions, insurance information, and forms.

Actions at the Time of an Accident: Whenever an accident occurs that involves a University vehicle or a non-University vehicle that is being used on University business, the employee should:

- Assist the injured.
- Report the accident to the police immediately.
- Report the accident to your supervisor immediately.
- Report the accident to the Claims Reporting Hotline at 877-656-RISK (7475) as soon as possible. In no event should reporting the accident be delayed beyond 48 hours.
- If the accident involves a non-University vehicle being used by a University employee in the performance of their duties, the accident should also be reported to the vehicle owner's personal auto insurance company.

If another person or another person's property is involved, contact the Claims Reporting Hotline at 877-656-RISK (7475) regardless of fault. Irrespective of fault, vehicle accidents resulting in serious injuries or death must be reported to the University Risk Coordinator (the Director of Business Services serves in this capacity) and called into RMS immediately at 404-656-6245 (24/7). Describe the matter as "serious" requiring immediate action.

At the accident scene, the **employee should obtain as much of the following information as possible and put into a brief narrative:**

- Description of the accident including the date, time and location of the accident.
- Weather conditions.
- Traffic conditions.
- Diagram and written description.
- Photos of all vehicles involved showing any damages, physical surroundings, etc.
- Police authority (ies) investigating and their accident number.
- Driver name and license information, including a full description of the University vehicle (license, VIN, etc.) and any other State of Georgia vehicle information if applicable.
- Owner and insurance information if a non-state vehicle is involved and any other driver information such as licenses and insurance of other vehicles.
- Description of other vehicles involved including tag, VIN, etc.
- Employee's specific duty being performed at the time of the incident.
- List all injured parties, their apparent injury, address and phone numbers if possible.
- List all know witnesses and their address and phone numbers.
- Any other driver, passenger, or witness information that may be pertinent.

Employees are not permitted to and shall not express opinion as to fault or liability, agree to any settlements, or sign any documents other than those required by police authorities, the University's insurance carrier, or applicable laws.

(Section 7 of the Georgia Fleet Management Manual also includes information related to Worker's Compensation, Rental Car Insurance, and the Report My Driving program among other Risk Management issues and should be consulted for further guidance in these areas.)

Monitoring Systems

Transportation Services has two monitoring systems.

- The first accumulates information concerning accidents involving Transportation Services' vehicles. The data is accumulated by driver name and by department.
- The second accumulates information concerning complaints about driving or improper use of all University-owned vehicles.

It is considered grounds for the University to take corrective action for any one of the following circumstances.

- An individual is involved in two or more accidents in a 12-month period where the University driver is considered at fault or contributory.
- Two or more complaints are received in a 12-month period about an individual's driving or inappropriate use of a University vehicle.
- Any complaint involving the use of unauthorized equipment such as a radar detector. Use of radar detectors is considered as intent by the driver to circumvent traffic laws.
- Any University driver involved in two or more at fault or contributory accidents in University vehicles in a 12-month period may be required to complete a recognized and approved defensive driving class. This must be completed before the employee may drive a University-owned vehicle.

Any University driver who is the subject of two or more legitimate complaints within a 12-month period will be subject to the following:

- If the complaints concern driving technique or were of the type that would be subject to a moving violation citation, the driver will be required to complete a recognized and approved defensive driving class. This must be completed before the employee may drive a University vehicle.
- If the complaints concern improper use of the University vehicle, appropriate action will be taken through the driver's department.

The procedure for handling complaints is as follows:

- The Transportation Superintendent confirms the driver of the vehicle or person responsible for the vehicle.
- The specifics of the complaint are given in writing to the driver's supervisor or the responsible party. It is suggested that the driver respond in writing to the supervisor.
- Either a copy of the driver's response to the supervisor or a written response from the supervisor to the Transportation Services Superintendent is required.
- The decision of whether the complaint is legitimate or not is based on this response.

Driver Responsibilities

Drivers of Motor Pool vehicles represent the University community to the general public and are expected to drive defensively, be courteous and obey all traffic laws. In addition, drivers are responsible for:

- Ensuring all passengers, including the driver, use seat belts.
- Not allowing smoking or alcohol consumption in the vehicles.
- Not allowing pets or animals of any kind in the vehicles.
- Locking the vehicle when not in use.
- Paying any traffic or parking fine resulting from driver negligence.
- Checking all gauges and heeding all warnings if indicated during your trip.
- Reporting all accidents and damage to the vehicle to the Transportation Superintendent.
- Returning vehicles to the appropriate location on time and in a clean and presentable condition.
- Notifying the Transportation Superintendent if the vehicle cannot be returned on time.
- Understanding and following the Albany State University Vehicle Policy and ensuring that all other passengers or drivers of the vehicle do the same.

Returning a Vehicle

Vehicles may be returned to the motor pool between 8:00 a.m. and 5:00 p.m. Monday through Friday, except holidays.

- If the Transportation Superintendent is not available, please follow these instructions:
- Park the vehicle in the Motor Pool lot located at the Facilities Management Building.
- Enter the return date and ending odometer reading on the form provided.
- Contact the Transportation Office at 229-430-4708 to alert Motor Pool staff of any mechanical problems you encountered on the trip.
- Make sure all garbage, debris and personal belongings have been removed.
- Turn off the lights, close and lock all windows and doors.
- Place the keys, fuel card, and gas receipts in the drop box located at the Transportation Office in the drop box located on the outside wall. Red arrow will point to the window.

Procedures for Motor Pool Staff

Check-list for staff for when a vehicle is picked up:

- Make sure the fuel card is in the glove compartment.
- Make sure the insurance card is in the glove compartment.
- Make sure the accident procedures information is in the glove compartment.
- Verify the expected return time of the vehicle.
- Ensure odometer readings are noted on the Vehicle Trip Request Form as well as any other pertinent information.

Check-List For Staff For When A Vehicle Is Returned:

- Make sure all documents are still in the glove compartment, including the maintenance record,
- Clean the inside and outside (remove all debris from vehicle).
- Ensure that the key, the fuel card, and the fuel card receipts are turned in.

University Responsibilities

A. University Employees – All University employees who drive a University vehicle are tasked with understanding and complying with this policy. Further, all motor vehicles, whether owned, leased, or rented using University funds, must be used for the *official business interests of Albany State University, and never the personal interests of the employees. It is the obligation of all employees to be sensitive to their responsibility to avoid even the slightest misuse of vehicles thereby upholding public trust that good stewardship and cost saving measures are the rule, rather than the exception.* (DOAS, Policy No. 10, 1-B)

B. University Managers/Supervisors – All University managers/supervisors must ensure compliance with policy, including reviewing duties with new employees as related to this policy as well as all other departmental policies and procedures.

C. Human Resources Director – The Human Resources Director is responsible for ensuring that employees' rights are considered in all issues, maintaining the appropriate documents within the personnel files, ensuring that appropriate documentation is provided in a timely manner to the related administrative functions, and to ensure that all new employees are aware of this policy and provide the appropriate documentation in a timely manner to ensure compliance. The Human Resources Director ensures overall compliance with this policy and helps to ensure that appropriate education, training, and other personnel actions are carried out.

D. Chief of Police – The Chief is responsible for overall public safety of both employees and students on campus. In that capacity, and as senior law enforcement officer, it is his/her duty to ensure compliance with this policy as it relates to the law. The Chief also supports the personnel function of the Human Resources Director through obtaining essential documentation or background information on related incidents, maintaining a safe work and student environment, and requiring that employees comply with the applicable laws, as well as policies and procedures. The Chief also ensures that the appropriate education, training, and other actions are taken regarding violations of this policy and as regards the safety of all University personnel.

E. Transportation Superintendent – The Transportation Superintendent will be responsible for the reservation system, condition assessments, reporting issues, and establishing the applicable department charge rates, among other items, for the Motor Vehicle Pool. (See the Motor Vehicle Pool section of this policy.) Additionally, he will be responsible for ensuring that this policy is complied with when it comes to the Motor Pool; specifically, he will be charged with ensuring that “disqualified drivers” are not allowed to utilize vehicles from the Motor Pool.

Related Documents

<http://doas.ga.gov/StateLocal/Fleet/Pages/FleetLegislation.aspx>

Official Code of Georgia Annotated, Georgia Fleet Management Manual, and DOAS Policy Memorandum No. 10: Use of Motor Vehicles Policy, which can be found on this Georgia Department of Administrative Services website.

http://www.usg.edu/hr/manual/motor_vehicle_use/

DRAFT

WEX Fuel Card Agreement

The **State of Georgia** is pleased to present you with this State of Georgia WEX Fuel Card. It represents trust in you and your empowerment as a responsible agent to safeguard and protect State of Georgia assets.

The responsibilities include, but are not limited to the following:

- The State of Georgia WEX Gas Card is to be used for State business purposes only, not personal use. _____
- Ensure that all purchases are made by the assigned cardholder. _____
- The WEX Gas Card and all transactions made with the card, should be secured at all times. All sales slips and register receipts should be placed in the envelope along with the gas car, keys, and the trip vehicle request for filled out completed. _____
- Immediately report lost or stolen card to Walter Anderson, Transportation Superintendent at 229-430-4708 or 229-733-0899. _____
- Accepting cash in lieu of credit for the Gas Card account in the event of a refund is prohibited and against university policy. _____
- Using the Gas Card for entertainment or cash purchases are against university policy.
- Keep your card in an accessible, but secure location. _____
- I understand that improper or fraudulent use of the WEX Gas Card may result in disciplinary action, up to and including termination of employment and/or criminal charges filed against me. I further understand that the University may terminate my right to use the State of Georgia Fuel Card at any time. _____
- I agree to surrender the WEX Gas Card immediately upon request or upon termination of employment for any reason. _____
- I fully understand the correct/proper procedure of how to purchase fuel using the WEX Gas Card _____

The gas card is to be used to purchase fuel only, no other supplies, goods or services are allowed. Under no circumstances is the Wex Fuel Card to be used for professional services (i.e., doctors, lawyers, etc.), personal purchase, cash advances, gift cards, or travel and entertainment expenses purpose. The aforementioned restrictions are not exhaustive, when in doubt it is the cardholder's responsibility to contact the Transportation Superintend for clarity, 229-430-4708.

I have read, agreed and understand the above-mentioned terms and the agreements governing the use of the WEX Gas Card. In addition, I understand that misuse or abuse of the card or willful violation of the terms of this agreement may result in disciplinary action against me and possibly termination from the University.

Card Holder's Signature

Date

Contact Number

Department

ALBANY STATE UNIVERSITY

REQUEST FOR USE OF UNIVERSITY VEHICLE VEHICLE TRIP REQUEST

FOR: _____

DATE: _____

Department _____

ACCOUNT NUMBER					
----------------	--	--	--	--	--

VEHICLE CLASSIFICATION AND NUMBER:

Bus _____ Jeep _____ Van _____ Car _____

NUMBER _____ AND NAMES(S) OF PASSENGER(S) (USE SEPARATE SHEET, IF NECESSARY.)

DATE _____ AND TIME _____ OF DEPARTURE.

DATE _____ AND TIME _____ OF RETURN.

POINT OF DEPARTURE: _____

DESTINATION: _____

REQUESTED BY: _____

NAME OF ORGANIZATION: _____

MILEAGE RECORD: PLEASE COMPLETE. DAILY, THE SPEEDOMETER READING SECTION. A SEPARATE REPORT. SHOULD BE MADE FOR EACH VEHICLE USE.

INSERT CORRECT ODOMETER READING				
DATE	PLACE VISITED	STARTING	ENDING	MILES TRAVELED
TOTAL MILES TRAVELED				

NOTE: AFTER RETURNING FROM TRIP, PLEASE REFUEL VEHICLE USING YOUR ASSIGNED CREDIT CARD. REFUELING WILL BE CHARGED AGAINST YOUR DEPARTMENT'S BUDGET.

DRIVER: _____

DATE: _____

* PLEASE SIGN*

For Transportation Use Only
TOTAL CHARGE AMOUNT \$ _____

GAS CARD # _____

PURCHASE ORDER NUMBER: _____



Date: _____

Requisition No. _____

Deliver Items To:	Account Number <table border="1" style="width:100%; height: 40px; border-collapse: collapse;"> <tr> <td style="width:25%;"></td> <td style="width:25%;"></td> <td style="width:25%;"></td> <td style="width:25%;"></td> </tr> </table>				
Recommended Vendor (Use Name and Address) Walter Anderson Supervisor of Transportation Albany State University 504 College Drive Albany, Georgia 31705	Fiscal Affairs VP' Signature _____ Procurement Officer's Signature _____				
Vendor Code:	Phone: (229) 430-4708	Order Number:			

Person making the request should keep a copy of same and send five (3) legible copies to the Office of Fiscal Affairs. Purchase requests to vendor(s) shall be issued *ONLY* from the Procurement Office, on official purchase order forms. Requisition(s) must be received by the Office of Fiscal Affairs, Accounting Department, at least 14 working days prior to the date needed. All requests must bear true handwritten signatures. Rubber-stamped or Xeroxed signatures will not be accepted.

Item No.	GCC Number	Description	Quantity & Unit	Unit Price	Total Price
Grand Total					

Ordered by Dept./Div: _____

Charge To Dept. _____

Authorized Signature: _____

Authorized Signature: _____

Albany State University • Albany, Georgia 31705 • (229) 430-4632

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