

BRADLEY UNIVERSITY
FACILITIES MANAGEMENT DEPARTMENT GENERAL SERVICES
FLEET VEHICLE POLICY
OCTOBER 4, 1995
(UPDATED OCTOBER 22, 2007)

In order to comply with recommendations from the insurance company, the 15-passenger vans have been downsized to accommodate eleven passengers. In order to do this, we have removed the back seat of each vehicle. This is effective immediately.

Beginning NOVEMBER 1, 2007 the following changes will be made to the fleet policy.

University van travel is not allowed for trips that will exceed 300 miles one way.

University van travel for approved club sports and student organizations will not exceed 70 miles one way.

University owned vehicles are provided for official University business. Responsibility to approve requests for the use of University owned fifteen passenger vans is delegated to the Facilities Management General Services Supervisor.

University owned vehicles are to be driven only by preapproved

1. University employees (administrators, faculty, and staff, who are on recurring University payrolls or
2. Students whose request is made by the group's advisor.

University owned vehicles are not available to employees who are personally reimbursed for services being rendered.

University Business includes:

1. Any and all academic purposes, such as studies, field trips, research, and teaching, paid from University funds, so long as the requester's travel is required for University academic programming.
2. All usual and customary business operations of the University.
3. The business of Intercollegiate Athletics including team travel, development, recruiting, band, cheerleading squad, and team practice.
4. Travel within the scope of the public service mission of the University, i.e. "Habitat for Humanity". Use by a registered University student organization for a public service (humanitarian) purpose within the scope of the University's public service mission. Such requests when made by a student organization whose main purpose is not exclusively public service will receive a low priority ranking when considering available vehicles.
5. Travel within the scope of approved club sports where legitimate competition is involved.
6. Development and /or Alumni purpose, when the activity is a direct function of the University's Mission, and such activity is required within the job description.

University Business does not include the following (i.e. requests will be denied):

1. Travel by organizations for social, non-service or non-academic purpose.
2. Travel by organization, i.e. booster clubs or student organizations not formally affiliated with the University.

The Business Affairs Division of Bradley University may elect to revise or expand these conditions without written notice. This document represents the minimum conditions, which must be met for the use of University vehicles.

GUIDELINES FOR APPROVAL

1. Approval for van usage will be determined by the minimum guidelines set forth in the *Fleet Vehicle Policy*.
2. Athletic and Speech events will receive priority scheduling. Remaining vehicles are scheduled on “first come, first serve” basis. There will be times, even on first come, first serve that vehicles may not be available for use.
3. The advisor, staff (non-student) or faculty member must make all requests by calling Central Communications x2915 or Judi Wood x2917. Written requests should be sent to General Services, room 100 Macmillan Hall.
4. Request will be processed and requestor will be notified prior to the reserve date regarding availability.
5. If cancellation occurs with at least three weeks notice prior to reserved date, neither the Facilities Management Department the Business Affairs Office will be responsible for any costs incurred for the reserved activity.
6. Any costs incurred resulting from a violation of vehicle guidelines will be the responsibility of the using department. Failure to follow these guidelines may result in loss of privileges.

GUIDELINES FOR USAGE

1. Pickup keys to vehicle at Central Communications in room 100 Macmillan. You will receive a clipboard with a mileage sheet
2. Before leaving do a pre-trip inspection. This should cover a minimum, but not be limited to a check of service brakes, parking brakes, steering, all lights and turn signals, tires, and accessories (wipers, washers, heater and defroster). Report any defects on the mileage sheet.
3. During inclement weather, do not operate the vehicle until you clear frost, ice, or snow from all windows, mirrors, and lights. Remove snow from hood and roof.
4. All vehicles are equipped with tilt steering, make sure you know how to adjust before leaving parking lot.
5. Check oil when vehicle is filled with gas.
6. If the vehicle does not have oil light, check the gauge. The gauge should register on the middle line between 0 & 60.
7. A copy of the vehicle registration is in the glove box. Insurance cards and extended warranty cards are taped to the back of the clipboard. Any additional warranty on parts will be added to the back of the board.
8. Gas tank should be full when vehicle is checked out and full when the vehicle is returned. Mark on the mileage sheet the status of the gas gauge when leaving and when returning.
9. Completely fill out mileage sheet before returning. If you do not fill in mileage, driver will be asked to return to vehicle and obtain mileage.
10. Check to make sure dome lights and headlights are off.
11. Return vehicle at schedule return time.

12. No smoking in vehicles.
13. It is the responsibility of the user to pick up trash and clean any spills resulting from use. A \$10 clean-up fee will be assessed if the van is returned dirty. Recurring problems could result in loss of van privileges.
14. Fleet Manager, x2925 must be notified if you receive a ticket for a moving / parking violation while driving a University vehicle.
15. **The use of cell phones/walkie-talkies or eating while driving is prohibited.**

It is the responsibility of the driver to:

- Adhere to Bradley's fleet policies.
- Maintain a valid drivers license
- Read, understand, and follow all directives and safety rules.
- Maintain control over passengers.
- **Wear seat belt, it's the law.**

GUIDELINES FOR ACCIDENTS

1. Take required precautions to prevent further accidents at the scene.
2. Render all reasonable assistance to injured persons. Ask someone at the scene to call the police
3. Obtain license numbers and description of vehicle at the scene. This will be especially helpful if outside witnesses will not assist you.
4. A police report must be obtained and Central Communications notified upon return of van. This could include vandalism, broken windshield, or "fender benders". An insurance report must be filed within 24 hours of the time of the accident, with Safety Assistant, room 204 Macmillan Hall, 677-3384. You will be asked to supply the exact time, date, location, and weather conditions. Obtain as much information as possible at the scene. You will need to furnish the names of the passengers. They may be witnesses, or future claimants if injured.

GUIDELINES FOR MECHANICAL FAILURE

If a breakdown occurs on the highway, the safety of your passengers is foremost. Park the vehicle as safely as possible off the traveled portion of the highway, preferably not on a curve or over the crest of a hill. Turn on the four-way flashers and shut off the engine. Apply the parking brake and place the transmission lever in park.

1. If breakdown occurs within fifty mile radius of campus call Central Communications, 677-2915. If there is an available vehicle, Central Communications will send someone with the vehicle. During work hours if there is no available vehicle and group is going to continue on to their destination, Central Communications will make arrangements to rent a vehicle. After hours Central Communications will make arrangements to get the group back to campus. Central Communications will also make arrangements to have the vehicle brought back to campus or the appropriate repair center called to repair the vehicle.
2. If more than one vehicle is scheduled, the driver, coach, or advisor has to determine how many passengers can safely be taken in the remaining vehicle. Central Communications will see that vehicle is brought back to campus or service center is called.
3. If the traveling group is out of state or too great a distance away, call Central Communications, 1-309-677-2915. Arrangements will be made to repair vehicle. It is then the responsibility of the coach, driver, or advisor to rent another vehicle. Stay in touch with Central Communications to see if the vehicle is repaired by his/her scheduled return to Bradley.

4. In the event of minor repair problems, such as a broken belt or hose, the vehicle should be taken to a service station for repairs. Individuals will be reimbursed for any personal expenditures for the repairs of the vehicle.
5. Vehicle rental due to mechanical failure will be picked up by the Facilities Management Department.
6. Most important, give accurate instructions as to the location of the vehicle, i.e. route or highway number, mile marker, or exit ramp.
7. If you feel your needs are not being met when you call Central Communications, particularly on weekends or after hours, ask to speak to the Supervisor in charge or leave a phone number where you can be reached.

In any situation, the Facilities Management Department will, within reason, accommodate the needs of the vehicle users.