



*University Community (faculty and staff)*

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
ACQUISITION, ASSIGNMENT AND USE OF UNIVERSITY VEHICLES	April 4, 2016	540.005

**POLICY STATEMENT (R\*)**

Criteria

The acquisition of motor vehicles, aircraft or watercraft through lease, lease purchase, purchase or transfer shall only be permitted for fulfilling the job functions for public safety, student compliance, student recruitment, or for constant intra- and intercampus transportation of the University Community and heavy or dangerous materials. Constant transportation entails daily use.

Infrequent or sporadic needs will be handled by using the University Vehicle Access Program. Vehicle assignment is based on level of university prioritization.

The term “University Vehicles” includes, without limitation, the following examples of motor vehicles, watercraft, and aircraft designed primarily for transporting people and construction vehicles:

- Automobiles;
- Trucks;
- Sport Utility Vehicles;
- Vans;
- Buses;
- Mobile homes and offices;
- All types of watercraft;
- All types of aircraft;
- All types of tractors;
- Utility vehicles, gas or electric, golf carts, all-terrain vehicles, motorcycles, forklifts, street sweepers, motor graders, draglines, cranes, compaction and roller equipment;
- Wheel and crawler loaders;
- Refuse collection vehicles;
- All types of trailers;
- PTO operated mowers.

The acquisition of utility vehicles (such as golf carts) through lease, lease purchase, purchase or transfer shall only be permitted for departments that:

- continuously cultivate donor and external relations and thereby need to use the utility vehicle for purposes such as providing campus tours,
- provide student services,
- provide security services to members of the University community and to assist with accommodations related to disabilities,
- provide campus maintenance, or
- make deliveries or provide services to multiple campus sites which necessitate the use of a utility vehicle.

The acquisition of a University Vehicle for the execution of a grant or use as a direct student teaching tool is exempt from the criteria listed above. Any acquisition of a University Vehicle for use pursuant to a grant is subject to prior review and written approval by the Office of Sponsored Research Administration, Pre-Award in order to ensure allowability under the sponsor’s guidelines and approved budget. Acquisition of a University Vehicle in support of student teaching is subject to prior written approval by the Dean and the Office of the Provost.

### Existing Inventory, Justification and Approval

Prior to acquiring any additional University Vehicles, departments are required to contact the University Fleet Manager to coordinate review of existing University Vehicle inventory. If after review, it is determined that no existing vehicles meet the department's required needs, the department may seek to acquire the appropriate vehicle. University Vehicle acquisition must be routed through the University Fleet Manager. A University Vehicle Justification Form must be completed by the requesting department and approved by the Department Head and Dean or Vice President. The forms are available online at the Vehicle Services' website. Upon completion, the form is to be submitted to the University Fleet Manager along with a copy of the quote for the vehicle requested. The University Fleet Manager will forward the Justification Form through the proper channels for final approval by the CFO or Provost, whichever is appropriate. Once approved, the signed original form will be forwarded to the University Fleet Manager for processing through the Purchasing Department. The University Fleet Manager will be responsible for forwarding a copy of the fully executed Justification Form to the requesting department. All purchased vehicles will be delivered to the Vehicle Services shop. Once the vehicle has been inspected and properly equipped, the vehicle will then distribute to the appropriate department.

Departments purchasing utility vehicles, such as utility terrain vehicles, including all-terrain vehicles designed for work uses, and golf carts will be required to acknowledge receipt and review of the Golf Cart Safety Policy and their commitment to comply with all requirements of the policy. This obligation shall also apply to all members of the requesting department who are granted the privilege to operate golf carts on university premises.

### University Vehicle Pool Program

A pool of University vehicles will be made available to departments to use for other less critical and infrequent needs. Assignment of vehicles is based on level of university prioritization.

### Operating Requirements

University Vehicles are to be used for official University business only and may not be used for personal use. University Vehicles are to be operated in accordance with all applicable state and federal laws and University policies and regulations. The University shall follow the State and Federal guidelines of the Alternative Fuel Provider Program, for the purchase of motor vehicles.

Florida International University recognizes that certain police officers are required to be "on-call" during off-duty hours in order to respond to emergency situations. This policy is intended to assure that these officers are able to have the vehicles at their disposal necessary to fulfill the duties of their positions. Police vehicles used during off-duty hours shall be used exclusively within Miami-Dade County, except those employees who live outside Miami-Dade County, and may be used to travel to and from the employee's home and de Minimis personal use. During such use, the officer shall maintain radio contact with central dispatch. The employee may not use the vehicle in business pursuits.

The use of alcoholic beverages or tobacco products is not permitted in University Vehicles. Unofficial bumper stickers and other materials may not be affixed to University Vehicles.

Drivers shall not permit passengers in the University Vehicles unless those persons are directly involved in the business purposes for which the University Vehicles are being used.

Only those employees who have received authorization from the University and required training (i.e., operator safety training) shall be permitted to drive a University Vehicle. The University reserves the right to perform drivers' license checks on all University personnel who intend to drive a University Vehicle.

All accidents, injuries and damages that occur while occupying a University Vehicle must be immediately reported to the Department of Risk Management & Environmental Health & Safety, Vehicle Services and the vehicle operator's immediate supervisor.

### Vehicle Trip Log

A Vehicle Trip Log must be maintained for all University on-road automobiles, trucks, vans and buses, except for vehicles which have been identified as exempt from this requirement. Specific information must be tracked and written in the Log, including the

operator's name, the amount of gallons of fuel dispensed, the date and time of each trip, including the starting and ending mileage, the purpose of the trip and/or destination and the supervisor's signature. Departments with an existing inventory of vehicles are responsible for contacting the University Fleet Manager to obtain a Trip Log for each vehicle. Trip Logs are also posted on the Vehicle Services' website for your convenience.

The University Fleet Manager will provide the Trip Log to the departments on all newly acquired vehicles. Failure to obtain a Trip Log shall not preclude the department of its responsibility of maintaining the log. All departments with non-exempt vehicles are required to submit the original completed Trip Log to the Vehicle Services Shop at the time of completion of the required preventive maintenance service. The University Fleet Manager will verify that the log is correctly completed reflecting, user's name, destination of trip, mileage traveled, fuel dispensed and signature of supervisor (department head/designee). Incomplete trip logs will be returned to the supervisor for correction with a request for an explanation on the missing/incorrect data. The supervisor will be required to clarify any missing or incorrect data and send the completed form back to the University Fleet Manager with an explanation. Completed logs will then be filed in the corresponding vehicle file.

Verification of the gas consumption versus the mileage used will be conducted by the University Fleet Manager against the fuel management system. A calculation of gasoline usage will follow in order to determine if the amount used is reasonable fuel consumption for the vehicle. Comparison and analysis will be documented and shared with the departments if any discrepancies are noted.

#### Failure to Turn in Mileage Log

If a mileage log was not submitted at the time of the quarterly preventive maintenance, the vehicle will not be released to the department until the log is turned in.

#### Emergency Situations:

The University reserves the right to assign vehicles in its inventory to assist during emergency management operations. Vehicle Maintenance, Cost and Parking

All Florida International University owned vehicles are required to be serviced by FIU Vehicle Services third party provider as per a set maintenance schedule as posted on the Vehicle Services' website. Maintenance fees are based on market rates. In addition, all FIU owned vehicles are required to pay the appropriate access fee. All expenses associated with operation of the University Vehicle (i.e., maintenance, parking, insurance, license tag, etc.) will be covered by the department that owns the vehicle(s).

### **REASON FOR POLICY (O\*)**

To specify the policy and responsibilities associated with acquisition, assignment and use of University Vehicles.

### **RELATED INFORMATION (O\*)**

Purchasing Department Procedures Manual

### **DEFINITIONS (R\*)**

University Vehicle – motor vehicle, watercraft or aircraft designed primarily for transporting persons and construction vehicles, examples include:

- Automobiles
- Trucks
- Sport Utility Vehicles
- Vans
- Buses
- Mobile homes and offices
- All types of watercraft
- All types of aircraft
- All types of tractors
- Utility vehicles, gas or electric, mules, gators, golf carts, all-terrain vehicles, motorcycles, forklifts, street sweepers, motor graders, draglines, cranes, compaction and roller equipment

- Wheel and crawler loaders
- Refuse collection vehicles
- All types of trailers
- PTO operated mowers

#### **HISTORY (R\*)**

This policy supersedes Motor Pool Vehicles Policy 11.10 and Motor Vehicles – Use and Assignment Policy 11.3. Revised: July 2008; Revised: June 17, 2013; Revision Date: April 4, 2016

#### **RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R\*)**

Office of Finance and Administration Florida International University

#### **RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R\*)**

Business Services  
Florida International University  
11200 SW 8<sup>th</sup> Street 33199  
(305) 348 – 2187

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fiu.edu/>.

For any questions or comments, the “Document Details” view for this policy online provides complete contact information.

#### **FORMS/ONLINE PROCESSES (O\*)**

Links to the above referenced Form(s) available in the "Document Details" Section of the online version of this policy document.

**\*R = Required \*O = Optional**