



Office of Sponsored Programs

POLICIES & PROCEDURES

Vehicle Usage

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| POLICY NAME: Office of Sponsored Programs Motor Pool | LAST REVIEW: 01/05/2010 |
| AUTHOR: Office of Sponsored Programs | NEXT REVIEW: 01/01/2011 |
| APPLICATION: <input type="checkbox"/> Undergraduate only <input type="checkbox"/> Graduate only <input checked="" type="checkbox"/> All University | EFFECTIVE DATE: 01/05/2010 |

POLICY STATEMENT: The Office of Sponsored Programs maintains a fleet of vehicles for use by employees of the University for Research Activities. Sponsored Program is responsible for ensuring all vehicles are operated in conformance with Minnesota Statute 16B.55 regarding the use of state vehicles for official research only. Additionally, the following rules and regulations provide all drivers with pertinent information and instructions for the use of Office of Sponsored Programs vehicles. Observance of applicable state statutes, policies, procedures, rules and regulations will assist in providing the highest possible level of customer service.

APPLICABILITY: To all researchers requiring motor vehicles to complete projects.

PURPOSE: To provide safe, cost-effective transportation solutions for St. Cloud State University employees for conducting official research.

THE FOLLOWING RULES GOVERN THE USE OF STATE-OWNED VEHICLES:

- A. State-owned vehicles are for official state business use only. Authorized drivers must comply with [Minnesota Statute 16B.55](#) and the policies and procedures of the departments of Finance and Administration regarding the use of state vehicles.
- B. Drivers are required to observe all ordinances and laws pertaining to the operation of motor vehicles and must operate state vehicles in a safe and courteous manner at all times. It is the responsibility of the driver to comply with all applicable seat belt laws. All passengers and drivers of state vehicles are required by law to use seat belts.

- C. All drivers must have in their possession a current and valid driver's license.
- D. Authorized drivers are:
- State employees.
 - Students who have been granted permission by the office of sponsored programs or university administration.
- E. Only authorized persons are permitted to ride in state-owned vehicles. Authorized persons include:
- State employees.
 - Other persons participating in official state programs or functions.
- F. Family members, unless otherwise qualified under these rules, are NOT allowed in state vehicles.
- G. No extra equipment may be added to the vehicles without prior written approval from the Office of Sponsored Programs. Extra equipment includes, but is not limited to, radios, antennas, special or emergency lights, sirens, decals, hitches and related towing equipment.
- H. Electronic radar detectors are NOT permitted in vehicles.
- I. Fines resulting from traffic citations involving either moving vehicle or parking violations are the obligation of the driver responsible for the vehicle involved.
- J. Each vehicle is provided with a fuel service card issued by Voyagers for the following authorized purchases for the Office of Sponsored Programs vehicles ONLY. The driver will provide all original receipts and invoices to Office of Sponsored Programs, Office Manager.
- Fuel - self-service only (no premium or high grade)
 - Oil - engine oil level must be checked on every other tank refill and added when necessary (no oil changes)
 - Windshield washer fluid
 - Car washes when purchased with fuel

No other vehicle maintenance, repairs, services or merchandise purchases are to be charged on the Voyagers fuel service card. Drivers are responsible for all unauthorized repairs.

MILEAGE RATES

A. The following rates and conditions apply for July 1, 2008 through current:

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| 1. Gas prices from \$2.00 - \$2.25 | \$.25/mile |
| 2. Gas prices from \$2.26 - \$2.50 | \$.28/mile |
| 3. Gas prices from \$2.51 - \$3.00 | \$.30/mile |
| 4. Gas prices from \$3.01 - \$3.25 | \$.33/mile |
| 5. Gas prices from \$3.26 - \$3.50 | \$.38/mile |
| 6. Gas prices from \$3.51 - \$4.00 | \$.40/mile |
| 7. Over \$4.00 | \$.45/mile |

DRIVERS RESPONSIBILITY

1. To complete and sign the Vehicle Use Agreement and consent form for Motor Vehicle records checks. A copy of the approved usage agreement must be given to the Office of Sponsored Programs.
2. Have a valid driver's license in their possession at all times.
3. Use the vehicle for official, authorized business only.
4. Operate the vehicle in a safe, controlled and courteous manner, in compliance with all applicable traffic laws and college or university regulations.
5. Never place a vehicle in motion until the driver and all occupants are appropriately wearing safety belts.
6. Always remove the keys and lock vehicle when unattended.
7. Never transport unauthorized passengers or cargo.
8. Never allow an unauthorized person to drive the vehicle.
9. Never drive the vehicle under the influence of ANY alcohol or drugs, including medications which may cause impairment.
10. Inspect the vehicle prior to use for obvious safety concerns and significant damage that may exist to the vehicle. Any unsafe conditions or significant damage must be reported to the Office of Sponsored Programs at 320-308-4932. In no event should the driver attempt to operate a vehicle with deficiencies that may make it unsafe to operate.
11. Participate in any required driver safety training.
12. Avoid distractions while driving. Do not engage in eating, smoking, personal grooming, reading, using a laptop, watching DVD players, texting, cell phone usage or other distracting

activities while driving. **Cell phones should never be utilized by the driver when the vehicle is in motion.**

13. Drivers are personally responsible for all traffic violations and subsequent fines that may occur while driving vehicles on college/university business.

PARKING

Parking of vehicles while on daily or overnight stays shall be the responsibility of the driver.

1. Vehicle shall have the keys removed and remain locked when parked.
2. Vehicle shall be parked in a lot, if available; however, if no other parking is available, the vehicle may be parked on the street if not in violation of a local ordinance.

If circumstances require parking a vehicle assigned to an individual driver in a garage or parking lot, the parking fee shall be paid by the driver.

MAINTENANCE AND REPAIRS

- A. Authorization for Repairs -- All repairs must be approved by the Office of Sponsored Programs; 320-308-4932 prior to starting repairs, vendors must call the Office of Sponsored Programs, Office Manager who will provide the vendor with a credit card number and authorization for repairs. If authorization is not obtained from the Office of Sponsored Programs prior to repairs, the driver may be charged for any unauthorized expenditures.
- B. Office of Sponsored Programs will pay all normal operating, servicing and repair costs. Locksmith expenses due to lock-outs or lost keys are the responsibility of the driver.
- C. Towing and starting charges will be paid by the Office of Sponsored Programs, except for violations.
- D. Vehicle should be maintained inside and out. Vehicle should be cleaned and free of trash, food and debris upon return to campus.

ACCIDENTS AND THEFT REPORTING

Drivers will immediately report any accident, damage or theft to the law enforcement authority for the jurisdiction where the accident, damage or theft occurred. Drivers will deliver to St. Cloud State University every summons, complaint or paper of any kind relating in any way to an accident or theft. Drivers will not aid or encourage the filing of any claim against the State of Minnesota as a result of any accident and will cooperate fully with the Office of Sponsored Programs and the State's insurer in investigating and defending any claim or lawsuit.

ACCIDENTS

In the event of an accident, you **MUST**:

- A. Call the police and obtain emergency medical care for any injuries.

B. Secure the following information:

1. Names, addresses and phone numbers of all vehicle occupants and any injured people.
2. Location injured people are taken.
3. Name and address of vehicle owner and driver.
4. Vehicle license number and description, including make, model, color and any other pertinent information.
5. Names, addresses and phone numbers of all witnesses.
6. Name of the law enforcement agency and case number.

C. Do NOT make any admission of fault, or any statement concerning the accident, except to law enforcement or Fleet Services personnel.

D. Report the accident to the Office of Sponsored Programs as soon as possible, no later than the following business day.

E. Complete the Motor Vehicle Accident Report supplied in the Vehicle Operator's Guide, including the accident diagram. Send this report, signed by the driver, to the Office of Sponsored Programs.

THEFT

Drivers are required to immediately report the theft to the Office of Sponsored Programs at 320-308-4932 and local law enforcement.

INSURANCE

The State of Minnesota is self-insured and is assigned the self-insured identification number 46C by the Department of Commerce, Insurance Division. This number should be referred to as evidence of insurance for accident reporting purposes.

An insurance information card is included in the key packet and vehicle. In case of an accident involving serious injury or death and Fleet Services cannot be reached, call the Allied Adjusters, Inc. office at the phone number on the ID card.

The state provides personal and property damage liability coverage and comprehensive or collision coverage with a \$500 deductible. In cases where vehicle damage results from the driver operating a state vehicle in violation of motor vehicle laws, in an illegal, abusive or unsafe manner, the department may be charged for the cost of all damages to the vehicle.

RESPONSIBILITY FOR PERSONAL PROPERTY

Neither St. Cloud State University nor the State of Minnesota are responsible for the loss or damage to any personal property of the driver or others left at any time in or on a vehicle or on St. Cloud State University premises even if it is in St. Cloud State's possession, regardless of who is at fault. The driver will be responsible for all claims made by others for such loss or damage.

ADDITIONAL INFORMATION

LOST/STOLEN PHH CARDS

All vehicles are provided with the Voyager Express Fuel card for authorized purchases. Drivers must immediately report lost or stolen cards to the Office of Sponsored Programs at 320-308-4932. One card is issued to each vehicle and only charges can be made for that vehicle on the card.

REVIEW: Annually

ATTACHMENTS:

Auto Accident Form

<http://www.mainserver.state.mn.us/risk/AutoAccidentNoticepage1.pdf>

<http://www.mainserver.state.mn.us/risk/AutoAccidentNoticepage2.pdf>

I have read, understand and agree to the vehicle usage policies and procedures established by the Office of Sponsored Programs and St. Cloud State University and will abide by these standards at all times. I also realize that failure to comply with the above policies and procedures that my privileges for operating said vehicle will be revoked.

Driver's Signature

Date

FOR OFFICE USE ONLY

_____ is approved to operate OSP vehicles from _____ to _____.
Drivers Name

Office of Sponsored Programs Personnel Signature

Date