

FLEET MANAGEMENT POLICIES & PROCEDURES

Driving a Vehicle:

Departmental Account Holders may authorize an employee or volunteer with a valid driver license to drive any Health Science Center vehicle that the person is lawfully licensed to operate. Prior to driving a vehicle, the employee must complete a ***Driver Request Form***. The **Account Holder** will ensure the ***Driver Request Form*** is completed and signed by the employee and appropriate supervisor. The employee will be given a copy of the Driver Safety Requirements when requesting approval to drive a University vehicle. The completed **original *Driver Request Form*** must be sent to the Facilities Management Office at the Facilities Management Building, 3416 Darcy Street, Fort Worth, Texas. A copy of the form should be kept in the department's files. The Facilities Management Office will order a copy of the driver's Moving Violations Report (MVR) from the Department of Public Safety (DPS) after the completed *Driver Request Form* is initially received. When these reports are received from DPS, if warranted, a *Driver Rating Evaluation Form* will be completed on the driver. By completing the *Driver Request Form*, the employee/volunteer driver expressly authorizes the Facilities Management Office to obtain his/her MVR to disclose the information as set forth in this procedure. When the standard for a good driving record for **any** driver is not met, the **Account Holder** will be notified and provided with the details from the MVR that renders an employee/volunteer ineligible to drive a UNTHSC vehicle. The **Account Holder** will disseminate information on a need to know basis and decide what accommodations or employment options are most feasible for the driver and the department. Any employee who believes the MVR is incorrect may furnish the Facilities Management Office with documentation and the information will be verified. If necessary, the **Account Holder** may consult the Director of Human Resources and/or the Facilities Manager to evaluate the options available to an ineligible driver whose job requires driving. Vehicles may be requested from the Facilities Management Motor Pool. Anyone driving a vehicle from the Motor Pool must have a *Driver Request Form* on file in the Facilities Management Office Department prior to driving a vehicle.

Vehicle Responsibilities:

No **alcohol** use or **smoking** will be permitted during use of UNTHSC vehicles. Seat belts must be worn at all times. Drivers are responsible to log in and out their mileage daily on the State of Texas Vehicle Use Report Log, which is inside each UNTHSC vehicle. The Vehicle Log must be filled out completely and given to the Facilities Management Motor Pool when the vehicle is turned in.

Any non-related maintenance repairs and gasoline usage will be IDT'd (Inter Department Transfer) to the department requesting use of a UNTHSC vehicle. The price of gasoline will be based on current costs to procure fuel.

All traffic violations must be reported to the Facilities Management Office. Each driver is responsible for the safety/operation condition of the vehicle while in use.

In the event of an accident, contact Campus Police, at Ext. 2210, retrieve the UNTHSC *Automobile Liability Insurance Claim Procedure*, Vehicle Incident Report, and insurance ID

card can be obtained from the glove compartment of all UNTHSC vehicles. The *Vehicle Incident Report* must be completed immediately and delivered to the Facilities Management Department Office within 24 hours of the accident. Drivers should obtain from the driver of the other vehicle all of the driver, vehicle, and insurance information that will be necessary to file a claim from the driver of the other vehicle. No comments should be made about guilt. All accidents will be reported to the police or other authority so there is an official report of the accident. Any inquiries about the University's insurance and/or responsibility in the accident should be directed to the Facilities Management Office (817) 735-2289. All communication regarding an accident will be made through the Facilities Management Office or Campus Police. If a driver is involved in an accident in a UNTHSC vehicle for UNTHSC business/activity, and is found to be negligent, the driver and/or his/her personal insurance carrier may be held liable. Use Report Log, which is inside each UNTHSC vehicle. The Vehicle Log must be filled out completely and given to the Facilities Management Motor Pool when the vehicle is turned in. Any non-related maintenance repairs and gasoline usage will be IDT'd (Inter Department Transfer) to the department requesting use of a UNTHSC vehicle. The price of gasoline will be based on current costs to procure fuel.

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FLEET FACTS

What if my vehicle breaks down?

If you are driving a state vehicle and your vehicle breaks down, during office hours, please call Campus Police at 817-735-2210 and give them your location and condition of the vehicle. The campus police will radio the fleet mechanic and he will be sent to repair the vehicle. If it is after hours, please call the Campus Police at 817-735-2210 and they will come to pick you up and resolve the situation.

If you are out of town with a state vehicle when it breaks down, have the vehicle repaired and save all receipts to be reimbursed upon your arrival back in town. Facilities Management must have all original receipts for our records.

What type of vehicles are available for use?

The motor pool consists of the following vehicles:

- ◇ 13 passenger shuttle bus—Vehicle #118
- ◇ 13 passenger van — vehicle 76 known as the turtle van
- ◇ Cargo Van — Vehicle #111

How do I reserve a vehicle?

To reserve a vehicle please follow these easy steps:

1. Have an approved driver to drive vehicle. (Questions 817-735-2289)
2. Check availability at the motor pool availability site – link on side above
Contact Us
3. Submit work order request with the following information
Date Driver name
Purpose Department contact
Beginning and ending times Account Number

How and where do I pickup and return vehicles and keys?

- ◇ During normal office hours
 - ◆ The keys can be picked up and returned to the Patricia Dossey in the Facilities Management Building.
- ◇ Before hours, after hours and on the weekends:
 - ◆ Keys can be picked up and dropped off at the campus police.
- ◇ Vehicles will be picked up and returned to the parking lot behind the General Services Building.

How and where do I fuel vehicles?

If your usage of the vehicle is such that you are required to purchase fuel, each vehicle has a credit card assigned to the vehicle, which can be used at any gas station. However, to use the card the driver must have a PIN number so please request a PIN number if your trip will require fueling. The PIN number is available through Room 103 in Facilities Management Building.