

NORTHERN KENTUCKY UNIVERSITY

Vehicle Utilization Policies and Procedures

Any NKU employee/agent who operates a State/University vehicle shall be knowledgeable of and comply with the following policies and procedures. Violators will be subject to appropriate administrative disciplinary action in addition to any legal action that may result.

1. GENERAL

- A. Utilization of all State/University vehicles is the administrative responsibility of the Vice President for Administration and Finance. The Operations & Maintenance Transportation Office of NKU operates under the official policies and procedures governing the use of State and University vehicles.
- B. Vehicles are for official use only. Vehicles are not to be taken to private residences or used for personal business. Vehicles may be parked at a public place of lodging (hotel, conference center, etc.) when an employee's duties require him or her to be away over night.

2. SCHEDULING

- A. To request the use of a fleet vehicle, a completed Trip Ticket Form must be submitted to the Operations & Maintenance Office, Maintenance Building, Rm 100. When completing the form, please make certain the information is legible on all copies. For questions or assistance in completing the form, call the Operations & Maintenance Office at 572-6107. Approval of requests is provisional upon the requests meeting the following criteria:

Vehicles shall be used solely for performing the official business of the Commonwealth of Kentucky/Northern Kentucky University. Officially scheduled University events include class field trips, athletic events, musical and dramatic performances, workshops, seminars and conferences, University relations, and official administrative state business.

- B. The scheduling of all University vehicles is done on a first come, first served basis, determined by the date and time the properly completed Trip Ticket Form is received in the Operations & Maintenance Office. Vehicle users are encouraged to submit their requests as much in advance as possible. However, vehicles may not be requested more than six months in advance of the planned departure date of the trip.
- C. Upon authorization of the request, confirmation will be sent to the requestor.
- D. Operations & Maintenance is not liable for any costs incurred by a department should a reserved vehicle and/or the 47-passenger bus become unavailable due to a mechanical failure, driver unavailability, weather conditions, or any other matter.
- E. Departments will be charged the minimum fee if they do not cancel their vehicle reservation at least twenty four hours in advance of their departure.

F. When reserving any NKU bus, **an itinerary for the trip must be submitted 7-10 DAYS PRIOR TO DEPARTURE(ON ATTACHED O&M ITINERARY FORM)**. The itinerary should include:

- 1) Name of staff/faculty in charge of trip
- 2) Pick-up location
- 3) Agenda of bus/van travel during reserved period
- 4) Destination and map
- 5) Address and phone number of hotel if staying overnight
- 6) Time of expected return

3. VEHICLE OPERATORS

- A. Only vehicle operators as authorized by the Vice President for Administration and Finance or his/her designate are permitted to operate a State/University vehicle.
- B. All vehicle operators shall be holders of a valid driver's license. A copy of the driver's current license must be on file in the Operations & Maintenance office.
- C. A completed Driver Certification Form must be on file in the Operations & Maintenance office.
- D. All vehicle operators shall be employees or agents of the Commonwealth of Kentucky or Northern Kentucky University.
 - 1) An *employee* is defined as anyone receiving wages from the Commonwealth of Kentucky or Northern Kentucky University.
 - 2) An *agent* of the Commonwealth of Kentucky is defined as "one who is authorized by the Commonwealth to act in its behalf, or to act for it." Only a major department head of Northern Kentucky University may designate an agent.
- E. Operators shall drive in a legal, safe, and courteous manner.
- F. Passengers in State/University vehicles shall be limited to NKU employees and persons connected with official State/University business.
- G. All vehicle operators driving a fleet van will be required by the Vice President for Administration and Finance to complete a van orientation to ensure the safety and well-being of the operator, passengers, vehicle, etc. If you have NOT driven a University van *less* than 2 times in two years, you will be required to retake the van orientation. Call Operations & Maintenance Transportation Office at 572-5113 to schedule the orientation.
- H. For all trips involving students in fleet vans seating up to twelve (12), a faculty or staff sponsor/advisor shall be responsible for the operation of the van in accordance with all official policies and procedures.
- I. A full-time Motorcoach/Mechanic is employed by the University for the purpose of operating any NKU bus.

- J. For all trips involving students in any NKU bus, which requires the use of the University's Motorcoach operator, the faculty or staff sponsor/advisor has the same responsibilities as above, except for the actual operation of the vehicle.
- K. In cases where the faculty or staff sponsor/advisor absolutely cannot be present, an employee or an agent of Northern Kentucky University may be appointed to act under the direct supervision of the sponsor/advisor.

A Driver Certification Form must be approved by the major department head and on file in Operations & Maintenance, Maintenance Building-100, before a vehicle will be issued to the appointed agent. The agent has the same responsibilities as listed above.

- L. All vehicle operators and passengers shall be liable for disciplinary action by their immediate supervisors and the University's administration for violation of any of the official policies and procedures governing the use of State/University vehicles. Operators and passengers will also be liable for any resulting legal actions.
- M. The University reserves the right to cancel trips at any time if a vehicle operator violates any official policies and procedures. If passengers in fleet vehicles violate any official policies and/or procedures, the University employee or agent should immediately cancel the trip and return the vehicle to the University.

4. SAFETY

- A. All persons operating or riding in State/University vehicles shall wear lap/shoulder belts, or combinations thereof, as provided.
- B. Smoking in State/University vehicles is prohibited.
- C. Alcoholic beverages and/or illegal drugs as defined in the Kentucky Revised Statutes are prohibited in State/University vehicles.

5. ACCIDENTS

- A. An operator whose vehicle is involved in an accident resulting in damage to the vehicle or to any other property, or to any person, regardless of whether or not the operator was in the vehicle at the time of the accident, shall immediately contact the Operations & Maintenance Office at 859-572-6107.
- B. In the event a police report is issued, the operator shall obtain a copy of the report and submit it to Operations & Maintenance, Maintenance Building-100.