



FLEET VEHICLE HANDBOOK
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GENERAL COLLEGE FLEET VEHICLE USE

A "North Central State College Motor Vehicle" is defined as any motor vehicle owned, leased or rented by the College. All drivers of North Central State College motor vehicles are expected to follow the rules and procedures outlined in this policy and to abide by all campus regulations and all local, state and federal laws.

Philosophy Statement

The purpose of the *Vehicle Use Handbook* is to provide guidelines for safe, efficient and accessible transportation to North Central State College staff and faculty.

Vehicle Use

Driving for the college is a privilege. As a representative of North Central State College, there are responsibilities and safety standards that accompany that privilege. Persons are expected to exercise responsible judgment regarding their conduct. Faculty and staff traveling on college business are expected to adhere to applicable college policies and procedures as well as traffic laws. The primary goal is to provide safe transportation for college drivers and passengers. The privilege of driving a college-provided vehicle or a personal vehicle on college business is granted to employees who have and maintain acceptable driving records and follow the provisions found in this policy.

North Central State College Fleet Operation

Procedures

College Vehicles

The college currently maintains a vehicle fleet of six passenger cars, one mini-van, and one truck. All of these vehicles are for use on college business and for college programs. College-owned fleet vehicles are not available for personal use. College vehicles are available for use for college business. Every effort will be made to accommodate vehicle needs by the campus community. Reservations are made on the date the request is received and is on a first-come, first-served basis. Make sure you have a current approved **Driving History Questionnaire Form 17-411b** on file with Facilities before scheduling of any fleet vehicles. The Driving History Questionnaire Form is located on the NC State Facilities Web Site. <http://www.ncstatecollege.edu/cms/facilities>.

Structure and Availability of the Fleet Vehicles

The motor vehicle fleet is managed by the Facilities Office. Scheduling is the responsibility of the Facilities Office. Due to the number of fleet vehicles, the college is unable to provide vehicles for every request. Fleet vehicles are available for use by academics, administration, in order to facilitate college needs. Personal use is not allowed. The vehicles are for official use only.

Only those individuals affiliated with the College (i.e. faculty, staff, students, invited guests, or approved outside conference attendees) are to be transported in College motor vehicles. In order to be approved to drive a college fleet vehicle an individual should meet the following criteria:

- 1) Be an active college employee
- 2) Carry a valid driver's license
- 3) Has no more than two driving violations or one traffic accident in the past three-year period.

Further cause for loss of driving privileges would include an arrest and conviction for substance abuse or DUI, reckless driving, or other offenses that should cause the college or insurance provider to question whether the driver should be operating a college vehicle.

Motor Vehicle Record checks may be conducted staff, and faculty if warranted by circumstances. Drivers will be required to sign a release for the college to check these records.

Our insurance provider does not allow operation of college vehicles by spouses, friends, or children who are not enrolled or employed by the college. Applications by individuals holding foreign drivers licenses with international permits will be reviewed by the Director of Facilities. Drivers of college vehicles are required to carry their current, valid driver's license and any van/car approval cards with them at all times when operating college vehicles.

Bi-Annual Reporting: Every other year, approved college fleet drivers will be asked to complete the history questionnaire form (17-411b), updating their individual driving records to satisfy the college

insurance provider's requests. All traffic violations or accidents applied to individual motor vehicle records should be reported on these forms. Drivers are responsible for paying costs of all fines assessed for traffic violations. Additionally, approved drivers must verify that there has been no significant change in their driver record when they reserve a vehicle.

1. Drivers are responsible for notifying the Facilities office immediately of any change in their driver's license status in any state or country. Any driver of College vehicles who has their right to operate suspended or revoked may not drive a College vehicle under any circumstances until their right to operate is reinstated. Drivers are personally responsible for traffic and parking violations. Drivers must immediately inform the Facilities office of violations received while using a College motor vehicle.

2. Drivers are responsible for immediately notifying local police in the city or town where an accident occurs and then notifying the College's facilities office 419-755-4855 or 419-544-3555. Insurance information is located in the glove box of each vehicle in case an accident does occur.

3. No hazardous cargo is permitted in the College's motor vehicles. Alcoholic beverages and/or illegal drugs may not be transported or consumed in College vehicles.

4. Drivers may not operate a College vehicle under the influence of alcohol or illegal drugs or while using a prescription medication that has any warning of any impairment, including without limitation, a warning for drowsiness or not to use when operating heavy machinery.

5. Before leaving the parking area or garage, drivers must do a "walk around" inspection of the vehicle and report any existing damage to the North Central State College Facilities Department. Drivers must confirm that the following parts and components are in good working order: service brakes, parking brakes, steering mechanism, horn, windshield wipers/washers, rear-vision mirrors, lights/reflector devices, and tires/wheels.

6. Drivers are not authorized to operate a vehicle with anything on top of the vehicle or with anything protruding from a window or door, to push or tow any other vehicle or trailer, or to move equipment or property without written approval from the Director of Facilities Operations and Maintenance. Exceptions will be granted on a case-by-case basis to accommodate academic, athletic, and outdoor leadership center activities.

7. Drivers must turn the College vehicle off, remove the keys and lock the vehicle when it is left unattended.

8. Children under twelve (12) years old are not allowed as passengers in College motor vehicles unless approved in writing by the Director of Facilities Operations and Maintenance.

9. Smoking is not permitted in any College motor vehicle. Nor are animals, with the exception of trained service animals.

10. Drivers are responsible for returning vehicles in a clean condition. Vehicles that are left dirty will be cleaned and the department that last used the vehicle will be charged. Drivers are responsible to ensure those bottles and/or other materials that could become trapped under brake

and/or accelerator pedals shall not be placed on the floor.

11. Vehicles shall be returned with at least 3/4 tank of fuel. Vehicles returned with less fuel will be refueled by Facilities Management and the department that last used the vehicle will be charged.

12. Drivers are expected to clear the vehicle of snow and ice prior to operating. Facilities Management does not warm up vehicles or clean them off. Drivers are also expected to plan enough time into their pre-trip schedule to allow for the inspection of the vehicle.

13. Following a trip with a fleet vehicle, drivers must return vehicles to the appropriate parking lot, **return keys, completed College Vehicle Trip Report, key card, fleet card and any fuel card receipts.**

14. North Central State College has specific guidelines regarding cell phone use. For a complete copy of college cell phone policy see the **guidelines for use of personal cell phones.**

Cellular Phone Use While Operating a Vehicle

Drivers shall refrain from using their phone/communication device while driving a North Central State College vehicle or while driving any other vehicle (rented, leased, borrowed, or their own vehicle) while conducting college business.

Drivers shall comply with all federal, state, and local laws and regulations regarding the use of mobile technology devices including cell phones.

Incoming or outgoing cellular phone calls are not allowed while driving. Sending or reading text messages, emails, dialing cellular phones, viewing television, videos, or DVD's and inputting data into laptop computers, personal digital assistants or navigation systems are prohibited while driving. The cellular phone voicemail feature should be on to store incoming calls while driving and all message retrievals and calls should be made after the vehicle is safely parked.

If acceptance of a call is unavoidable the driver is expected to pull the vehicle off the road in a safe and visible area, to keep the call short and to refrain from complicated or emotional discussions.

Accidents incurred while the driver is using a cellular phone may be considered to be preventable and the driver may be subject to disciplinary action.

Availability of Fleet Cars

If you would like to see if a car could be potentially available please go to <http://www.ncstatecollege.edu/cms/facilities>. Please follow the Reservation Request form procedures if a car is available.

Reservation of a fleet vehicle

Reservation of a fleet vehicle can be made by accessing the NC State Website at the facilities Web page located on the North Central State College home page. Complete the reservation request form. Facilities will schedule a vehicle and return information to you. You will be notified once the car is or is not available. At that point, please refer to the travel policy guidelines for further travel procedures if the fleet car is not available...

In order to assure a high level of customer satisfaction on a consistent basis, it is important for each user of College fleet vehicles to use the following management procedures:

- Make reservations as far in advance as possible using the above guidelines.
- Pick up keys, travel form, any gas credit cards, and key card form from the Facilities office and return the same to the Facilities office at the completion of the trip. A drop box is provided for after hour drop off times.
- Return the vehicle promptly to the designated parking area.
- Complete the paperwork properly, especially the pre and post trip inspection of the vehicles.
- Check the glove box quick reference material. A first aid kit should be in the car. An accident reporting brochure should be available with the insurance card. (If an accident does occur please call the number on the insurance card along with the Facilities Department. The fuel level should be checked. Fuel cards and emergency phones are available for longer trips.
- When returning the fleet vehicle to the parking areas of Fleet Services, make sure the vehicle is cleaned out of trash and personal belongings. Windshield wipers and any internal and external lights should be turned off and all windows closed. Any damage or problems with the vehicle should be noted on the inspection card and communicated verbally to the facilities office when keys and other paperwork are turned in and noted on the travel form.

Pick-up and Drop off of Fleet Vehicle

The fleet cars are located on main campus for pick-up and dropping off. When picking up the fleet cars for the first time please allow 15 minutes of training prior to departure to review the forms and to go over the car. The pick-up area is located in the Fallerius Technical Education Center Office 061. Phone 419-755-4855 or Cell 419-544-3555. When returning from your travel a drop box is provided outside the facilities office to drop off forms and keys 24/7. A key card is included in the packet to enter the building during off hours.

Billing

All fleet charges incurred will be redistributed to departmental budgets on a monthly basis at the current rate per mile of the specific vehicle.

Quick Reference Guide

How do I make a Fleet Reservation?

Reservation of a fleet vehicle can be made by accessing the NC State Website at the facilities Web page located on the North Central State College home page.

<http://www.ncstatecollege.edu/cms/facilities>.

What do I do when I pick up & return a fleet vehicle?

The Facilities Office is located in room 061 Fallerius. Make sure prior to picking up a fleet car the Driving History Form has been completed and sent to the Facilities Department four days prior to your departure date. This form needs to be completed once every two years unless there have been changes on your driving record. To pick up the car on your first trip please arrive 15 minutes early to review forms and car procedures. Always make sure you check for any damages to the car prior to departure and log these damages on the travel report (Form 17-411a). To return fleet cars park the car in the designated area, check for any visual damages and note on the travel report and drop all forms, keys, and credit card in the drop box provided outside the Facilities Office room 061 Fallerius.

How do I cancel a vehicle reservation?

Please call or e-mail the Facilities Office as soon as you are aware that you will not need the fleet vehicle. Early cancellations allow us to attempt to meet others they may be on a waiting list request. Phone 419-755-4521 or e-mail dbdillon@ncstatecollege.edu.

Where do I get gas for the vehicle?

You will be given a fleet credit card before your departure to fill the car up with gas before you return to the college. A list of approved gas stations and information on how to use the fleet gas credit card is provided in the car's glove box.

ACCIDENT – What do I do?

Immediately contact the local police (on campus, contact the public safety officer) to advise them of the accident and to get medical assistance if there are any injuries.

Once any medical needs are taken care of, it is important to make sure you get the following information from the other driver:

- Name
- Address
- Registration number
- Vehicle Make/model/year/color
- Insurance company

You will need to give the other driver your information and the fleet information located in the glove box area.

Once the information is completed, notify North Central State College Facilities Department (Dean Schaad @ (419)755-4855) and/or Human Resources (Susan Elliott @ (419) 755-4701) of the accident.

What do I do if I need road side assistance?

A list of the roadside assistance providers are listed below. The Fleet credit card will give you the access to call one of these providers through the National Automobile Club in the event that roadside services are needed.

Essential emergency road services include: towing, tire change, jump starts, fuel & water delivery, and lockout service.

Maintenance Locations

A to Z Tire	Ford Lincoln Mercury*	National Automobile Club
AAMCO Transmissions	Gatto's	Nationwide Auto Glass
Action/Gator Tire	GlasPro	NTB
American LubeFast	GM Dealerships*	Oil Changers*
Arnie's Auto Glass	GMS Auto Glass	On-Site Mobile Fueling
Arrow Oil*	Goodyear	Pep Boys
Auto & Truck Glass*	Grease Monkey	RANPARR Oil*
Auto Parts Wholesale Car-X Auto Service*	Great American*	S&B Fuel Services*
AutoNation	Harmon AutoGlass	Safelite Auto Glass
Big O Tires	HOP Fueling	Sears Auto Centers
Bob Sumerel Tire & Co	Iowa Glass*	Shell Rapid Lube*
Bob Sumerel Tires	JC's Glass*	Speedy Auto Glass
CarQuest	Jiffy Lube	Speedy Auto Service
Champion	John Elway*	Strauss Discount Auto Stores
Chrysler	Jubitz	Streicher Mobile Fueling*
Cottman Transmissions	Kryger Glass	Suburban Propane
Diamond/Triumph Auto Glass*	Les Schwab Tires	Super-Lube*
Earl Scheib Paint & Body*	Lewis Oil Company	T.O. Hass Tire
Einstein's Oilery	Maroone	Tire Centers Inc.
Elite AutoGlass*	Meineke Car Care Centers	Tire Kingdom
Enterprise Car Rental	Merchant's Tire and Auto	Tuffy Auto Service Centers
Express Oil Change	MIDAS	Valvoline Instant Oil Change
ExpressWay*	Monro Muffler/Brake	Vespia's
EZ Lube	Mr. Tire	Walker Tire
Flynn's Tires	Multi-Service Aviation*	

VOYAGER CARD PROCEDURES

DRIVER RESPONSIBILITIES

- All transactions must be completed electronically at the pump or register.
- All non-fuel transactions must also be tax exempt (Fed I. D # -----)
- Examples of non fuel items: oil, washer fluid, wiper blades and car washes.
- All vehicle emergency maintenance should be paid for with the voyager card.
- Any emergency service must be accompanied by a written explanation on the travel report form.
- All fuel purchases must be self serve unless authorized.
- All transactions must be verified by the driver before receipts are signed.
- All receipts must be turned in to the facilities office upon return of trip.
- All manual transactions should be avoided. If you have problems with electronic transactions, you must have the cashier call 1-800-987-6591 for charge authorization.

HOW TO USE VOYAGER CARD

- Insert the card in the card reader at the pump and wait until prompted to remove. (If reader doesn't work you may fuel and then have the cashier process your purchase at the register)
- When prompted, enter the pin or I.D. # and press the "ENTER" button.
- When prompted enter the odometer reading (NO TENTHS) and press the "ENTER" button.
- When prompted for receipt, Press the "YES" button.
- When done fueling, hang the hose up and take the receipt. (If the printer does not work, see cashier for the receipt.)
- Any other questions, please contact the Facilities Office Management at 419-755-4855 or 419-544-3555

Driver's Print Name: _____

Driver's Signature: _____

License Plate Number: _____ Credit Card Number: _____

Maintenance Locations

	EZ Lube	Mr. Tire
A to Z Tire	Flynn's Tires	Multi-Service Aviation
AAMCO Transmission	Ford Lincoln Mercury	National Automobile Club
Action/Gator Tire	Gatto's	Nationwide Auto Glass
American LubeFast	GlasPro	NTB
Arnie's Auto Glass	GM Dealerships	Pep Boys
Arrow Oil	GMS Auto Glass	RANPARR Oil
Auto & Truck Glass	Goodyear	S&B Fuel Services
Auto Parts Wholesale Car-X Auto	Grease Monkey	Safelite Auto Glass
AutoNation	Great American	Sears Auto Centers
Big O Tires	Harmon AutoGlass	Shell Rapid Lube
Bob Sumerel Tire	HOP Fueling	Speedy Augo Glass
CarQuest	Iowa Glass	Speedy Auto Service
Champion	JC's Glass	Strauss Discount Auto Stores
Chrysler	Jiffy Lube	Streicher Mobile Fueling
Cottman Transmissions	Jubitz	Suburban Propane
Diamond/Triumph Auto Glass	Kryger Glass	Super-Lube
Earl Scheib Paint & Body	Lew Schwab Tires	T.O. Hass Tire
Einstein's Oilery	Lewis Oil Company	Tire Centers, Inc.
Elite AutoGlass	Maroone	Tire Kingdom
Enterprise Car Rental	Meineke Car Care Centers	Tuffy Auto Service Centers
Express Oil Change	Merchant's Tire and Auto	Valvoline Instant Oil Change
ExpressWay	MIDAS	Vespia's
	Monro Muffler/Brake	Walker Tire

Fueling Locations









