

PROPER USE OF STATE VEHICLES

- ▶ State vehicles are to be used for official university business only.
- ▶ Using a state vehicle for commuting between an employee's home and office is prohibited unless a specific exemption is granted by the vice president for administration for those employees required to respond to job related emergencies and commuting is the only cost-effective or practical alternative.
- ▶ Using a state vehicle for transportation for personal business or pleasure is prohibited.
- ▶ Individuals driving state vehicles are authorized to use such vehicles to obtain meals and other necessities for travel when traveling on official university business outside the Blacksburg area.
- ▶ Only individuals on official university business are allowed to ride in state vehicles. Individuals not employed by the state may accompany state employees operating state vehicles when they are needed to support the purpose of the trip (i.e. official university business). Non-state employees on university business could include students, volunteers, vendors, spouses, or official university visitors.
- ▶ State employees need to use a non-state vehicle when joined by a non-state employee who is not involved with university business. The reimbursement rate for mileage may differ based upon the availability of a state vehicle. Mileage reimbursement and other automobile related travel procedures are at www.controller.vt.edu. Operators must observe all applicable traffic laws Taking state vehicles home is prohibited. However, if an individual is using a Fleet Services daily rental vehicle and is leaving on a trip before Fleet Services opens or returning after normal business hours then taking state vehicles home is allowed.
- ▶ Toll road expenses paid directly by the traveler are submitted with other requests made to your department at the time of your travel reimbursement. Electronic tolls are sent to Fleet Services and are billed either to the Faster Management Billing Report or applied to the reservation in the Fleet Commander Billing Process.
- ▶ Traffic citations sent to Fleet Services are the sole responsibility of the traveler. Fines are handled on a case-by-case basis once you are notified by Fleet Services.
- ▶ Smoking in a state vehicle is strictly prohibited.
- ▶ In the event of an accident involving state vehicles immediately contact the Virginia Tech Police Department if on-campus, or the State Police if off-campus. The operator must also report the incident to Virginia Tech Fleet Services at 540-231-6141 and Risk Management at 540-231-7439.
- ▶ Electronic devices, including but not limited to, cell phones, smart-phones, or other similar devices must be operated via a hands-free device. **Any other use such as text messaging or emailing is prohibited while the vehicle is in drive and/or in motion.** Use of two-way radios and related mission essential equipment for emergency response vehicles will be governed by departmental operating procedures. Failure to abide by these guidelines is cause for disciplinary action up to and including termination of employment.
- ▶ State vehicles may park in any Virginia Tech space except those designated as reserved for those persons displaying state-authorized DMV disabled placards or plates.

I verify that I have a valid driver's license and that I will report to my department head any revocation suspension or restrictions and will cease operating state vehicles until the matter is resolved.

Printed Name: _____ Date: _____

Signed: _____

This form is retained in the employee's personnel file within the employing department.

