

FLEET SERVICES**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.
- ▶ 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.
- ▶ Smoking in a state vehicle is prohibited.
- ▶ Accidents or damage to state vehicles should be reported as required under the Risk Management procedures at www.controller.vt.edu/risk.
- ▶ 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.

I verify that I have a valid driver's license, and that I will report, to my department head, any revocation, suspension, 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.

FLEET SERVICES**PROPER USE OF STATE VEHICLES
USERS WITH COMMERCIAL DRIVER'S LICENSE (CDL)**

- ▶ State vehicles are to be used for official university business only.
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- ▶ Individuals driving state vehicles are authorized to use such vehicles to obtain meals and other necessities for travel when traveling on official university business.
- ▶ 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 located 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.
- ▶ Smoking in a state vehicle is prohibited.
- ▶ Accidents or damage to state vehicles should be reported as required under the Risk Management procedures at www.controller.vt.edu/risk.
- ▶ 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 agency policy. I certify that I have a valid CDL with _____ endorsements and will maintain it throughout my related employment.
- ▶ I certify that I have a valid DOT medical certification and will maintain it throughout my related employment.
- ▶ I certify that I have read, understand, and will comply with University Policy 4061.

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FLEET SERVICES

- I certify that I will notify my supervisor at once if I receive any traffic violations or driving convictions that may impact my driving record. I will also notify my supervisor at once if my license is revoked or suspended for any reason at any time.
- I certify that I will notify my supervisor at once if I have a medical condition or if I am taking medication that may impact my ability to drive. I will also notify my supervisor at once if my DOT medical status changes for any reason at any time.
- Failure to abide by these guidelines is cause for disciplinary action up to and including termination of employment.

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

Printed Name: _____ Date: _____

Signed: _____

CDL expiration: _____ DOT Medical Certification expiration: _____ Supervisors' Initials: _____

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