

**Clayton State University  
Request To Use A College Vehicle**

Name: \_\_\_\_\_

Contact Phone/E-Mail: \_\_\_\_\_

Department: \_\_\_\_\_

Department's Account # (for mileage chargeback): \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Points to be visited: \_\_\_\_\_

Number of Passengers: \_\_\_\_\_

Time & Date of Departure: \_\_\_\_\_

Time & Date of Return: \_\_\_\_\_

Drivers:

\_\_\_\_\_ Class 1 or 3 License Yes  No

\_\_\_\_\_ Class 1 or 3 License Yes  No

\_\_\_\_\_ Class 1 or 3 License Yes  No

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Student Organization: \_\_\_\_\_

Name of Accompanying Faculty Advisor: \_\_\_\_\_

All vehicles use regular gas.

**Check here if you have read and understood the campus vehicle use policy**

Approved:

\_\_\_\_\_

Immediate Supervisor

Date

\_\_\_\_\_

Administrative Officer

Date

\_\_\_\_\_

Director of Facilities Management

Date

# **Clayton State University Campus Vehicle Use Policy**

## A. Insurance

The college's van is insured through the State Insurance Program. Coverage as follows:

Automobile Liability – Covers property damage and bodily injury to the other party when a state driver is liable. Also, there is medical coverage for authorized passengers. Any medical cost to the employee is paid out of the worker's compensation program. Major exclusions are an unauthorized driver of state vehicle and a driver using a state vehicle for personal reasons.

Automobile Physical Damage – Coverage replaces or repairs state owned vehicles.

Authorized drivers are limited to college employees. All authorized drivers must have a current Georgia Class 1 or Class 3 driver's license. Spouses, friends, etc. are not covered under the State Insurance Program.

## B. Maintenance and Charges

The Facilities Management Department is responsible for the upkeep and maintenance of the van. User departments will be charged a mileage charge of \$0.20 per mile in lieu of the transportation expense normally paid to an employee or student for the use of a personally owned vehicle. Receipts for all the on the road charges for fuel, service, repair, etc., incurred by and authorized driver must be turned in to the Business Office for reimbursement at the time the vehicle is returned.

## C. Authority To Use the College Van

It will be necessary for each department or student organization desiring to use the van to complete the "Request To Use A College Vehicle" form. This request form will facilitate scheduling, maintenance, etc., and help assure the requesting organization that the van will be available on the date requested.

The following procedures should be followed when requesting use of the van:

1. The authorized user must complete the "Request To Use A Campus Vehicle" form. This form should be routed to the appropriate Department Head and Administrative Officer for approval. After administrative approval, this form should be routed to the Director of Facilities Management.
2. The user of the vehicle will be required to provide a copy of his/her valid Georgia driver license at the time of a request submittal.
3. Use of the van may be booked by calling the office of the Director of Facilities Management. However, a "Request To Use A College Vehicle" form must be completed prior to checking out the vehicle.
4. Priority – Priority will be given to group travel and longer trips. Otherwise, the van will be signed on a first-come, first-served basis.

## D. Damages

The van will be cleaned, inspected and the mileage recorded by the Facilities Management Department prior to check-out. Should damages beyond routine wear have occurred, the Director of Facilities Management shall be notified by the user and a survey of damages completed. In the event of an accident, a reporting State Insurance Packet is contained in the vehicle.



## MOTOR VEHICLE USE PROGRAM DRIVER SAFETY TIPS

- ✓ **Observe Speed Limits and Traffic Laws** – Allow sufficient time to reach your destination without violating speed limits or traffic laws.
- ✓ **Drivers License** - Employees who drive state or privately owned vehicles on state business must possess and carry on their person a current valid Operator's or CDL license and must present it upon request to any authorized person.
- ✓ **Insurance** - Employees who operate their privately owned vehicles on state business shall carry proof of financial responsibility at all times that the vehicle is in operation and must present evidence of current insurance coverage upon request to any authorized person. It is suggested that all employees driving on state business have a copy of the state's insurance card and present that to the police in the event of an accident.
- ✓ **Seat Belts** – Each driver and front seat passenger in any motor vehicle operated on a street or highway in this state is required by law to wear a properly adjusted and fastened seat belt.
- ✓ **Cargo** - Drivers hauling any type of cargo should ensure that the cargo is properly secured, and that the height of the cargo is such that it shall safely pass under obstructions such as under/over passes along the intended route before placing the vehicle in motion.
- ✓ **Electronic Devices** – The use, operation and manipulation of electronic devices such as cellular phones, Blackberries, or PDAs, by the driver while the vehicle is in motion is strongly discouraged. Even with “hands free” equipment, conversing on the phone takes attention away from driving; making it less likely the driver will notice hazardous situations. Employees are neither required nor expected to use electronic devices for work-related reasons while driving.
- ✓ **Backing** – Whenever possible, park the vehicle where backing is not required. Know what is beside and behind the vehicle before beginning to back. Back slowly and check both sides as well as the rear while backing. Continue to look to the rear until the vehicle has come to a complete stop.
- ✓ **Intersections** – When approaching and entering intersections be prepared to avoid crashes that other drivers may cause. Take precautions to allow for the lack of skill or improper driving habits of other drivers. Potentially dangerous acts include speeding, improper turn movements, and failure to yield the right of way.
- ✓ **Weather Related Hazards** – Rain, snow, fog, sleet or icy pavement increase the hazards of driving. Slow down and be especially alert when driving in adverse conditions.
- ✓ **Passing** – When you pass another vehicle, look in all directions, check your blind spots, and use your signal. As a general rule, only pass one vehicle at a time.
- ✓ **Front End Crashes** – By maintaining a safe following distance at all times, the driver can prevent front-end collisions in spite of abrupt or unexpected stops of the vehicle ahead. Observe the “two second rule” by following the vehicle ahead at a distance that spans at least two seconds. The following distance should be increased when driving in adverse conditions.
- ✓ **Security** – State vehicles should be locked whenever they are unoccupied.
- ✓ **Engines** – The engine of a State vehicle should always be turned off before the driver exits the vehicle.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_