



## UNIVERSITY POLICY

<b>SUBJECT:</b>	SUPPORT SERVICES	<b>TITLE:</b>	UNIVERSITY TRANSPORTATION - MOTOR VEHICLE FLEET		
<b>CATEGORY: Check One</b>	<b>Board of Trustees</b> <input type="checkbox"/>	<b>Presidential</b> <input checked="" type="checkbox"/>	<b>Functional</b> <input type="checkbox"/>	<b>School/Unit</b> <input type="checkbox"/>	
<b>Responsible Executive:</b>	Vice President, Supply Chain Management		<b>Responsible Office:</b>	Supply Chain Management	
<b>CODING:</b>	00-01-55-60:00	<b>ADOPTED:</b>	10/05/92	<b>AMENDED:</b>	08/31/11
				<b>LAST REVIEWED:</b> 08/31/11	

### I. PURPOSE

To establish policy for the assignment and use of University-owned or leased vehicles in the conduct of official University business and activities.

### II. ACCOUNTABILITY

Under the direction of the Vice President, Supply Chain Management, the Director, Logistical Services, shall ensure compliance and implementation of this policy.

### III. DEFINITIONS

- A. **University-Owned Vehicles or University Vehicles** - Vehicles owned or leased by the University that, by law, must be registered with the New Jersey Motor Vehicle Commission (MVC).
- B. **Commuting** - Routine travel between home and the assigned normal work location.
- C. **Licensed Driver** - A driver who has a valid operator's license for the type of assigned vehicle, and who is authorized to drive in the State of New Jersey.
- D. **Permanently Assigned Vehicles** - Those vehicles assigned to schools and operating units and individuals who occupy designated positions, for their exclusive use.
- E. **Operator, Driver and Approved or Designated Driver** - Regular full or part-time employees who are authorized to operate University-owned or leased vehicles (terms used interchangeably throughout this document).
- F. **Passenger/Cargo Transportation** - Transportation of students, faculty, staff, patients, or materials for University-related events or activities. Passenger transportation is either by means of University fleet vehicles or through an outside vendor, such as charter or car/van services.
- G. **Vehicle Mileage Log** (<http://www.umdj.edu/transweb/index01.htm>) – Document used for tracking vehicle utilization which includes driver’s name, department name, vehicle being driven, reason for use vehicle, mileage incurred, and fuel purchases.

### IV. REFERENCES

- A. Travel Related Expense Reimbursements [00-01-50-10:00](#)

V. POLICY

A. Requirements:

1. All departmental fleet vehicles shall be driven by a designated UMDNJ employee who holds the proper driver's license as required by DOT/MVC. The typical school or operating unit fleet vehicle requires a class "D" driver's license. Other departmental fleet vehicles such as buses and larger trucks and Recreational Vehicles may require a Commercial Driver License with endorsements. It is the responsibility of the school or operating unit to which the vehicle is assigned, to ensure that the designated driver has the applicable driver's license requirements before the vehicle is assigned/operated.
2. University-owned or leased vehicles shall be used for official University business or activities only. **Except in the limited circumstances described in paragraph A.7., personal use, i.e. commuting to and from work, is not allowed.** Examples of appropriate non-commuting uses are:
  - a. delivery/pick-up of essential or time sensitive University related documents or material;
  - b. transport of essential employees to work sites during implementation of Inclement Weather and Emergency Curtailment of Operations or Emergency Operations Management policies.
  - c. transport of staff to a University-related event to realize an economy of scale -- the Director of Logistical Services shall have discretion as to mode of transportation;
  - d. travel to airports from normal work site only, and not from home, in the conduct of University business (flights to University-related conferences or meetings only); use of designated driver is allowed;
  - e. transport of candidates for University positions to or from airports for scheduled campus interviews;
  - f. transport of essential visitors to University campuses, i.e., accreditation site visitors;
  - g. transport of Trustees to University Board of Trustee meetings or to carry out official duties as University trustees if such meetings or duties are beyond a 25 mile radius of the Trustee's home or normal work site.
  - h. transport of the University President to and from all university work locations and university related functions and activities. This includes, but is not limited to responding to emergencies, attending business and university events, and transport between work locations.
3. University owned or leased vehicles shall not be used for routine commuting or personal transportation, **except in the limited circumstances described in paragraph A.7.**
4. Schools and operating units shall not arrange directly with any vendor for individual or group travel. All such requests must be coordinated by Logistical Services. All associated costs will be charged back to the requesting school or operating unit via the university's IDT process on a monthly basis.

5. Each school or unit may assign a staff/faculty position inclusive of driver responsibilities. The staff or faculty shall be the authorized (designated) driver of the vehicle assigned to that school or operating unit.
  - a. Designated drivers must have a valid operator's license for the type of vehicle assigned.
  - b. Drivers that operate such vehicles more than two times per month shall be considered "designated" drivers.
6. University-owned or leased vehicles shall be assigned to a school or operating unit for its collective business use and not to individual officers, staff, faculty administrators, or faculty members.
7. Only staff holding the titles of University President and/or the designated driver of the University President (when on assignment to transport the President), Director, Emergency Medical Services, Associate Director, Emergency Medical Services, and Director of Public Safety shall be allowed to utilize University-owned or leased vehicles for commuting purposes. These incumbents shall be allowed to take the assigned vehicles to their place of residence because of the seven day, twenty-four hour nature of the position responsibilities. The Executive Director for Emergency Management and Occupational Health and Safety and the Director of Logistical Services, or their designees, may utilize University-owned or leased vehicles for commuting purposes only in response to impending emergent or catastrophic events and/or during recovery from said events. If any of the above referenced employees desire to utilize a vehicle for commuting purposes, they must notify the Director of Logistical Services in advance of their intention. The Director of Logistical Services must notify the Vice President for Supply Chain Management in advance if he/she desires to utilize a university owned vehicle for commuting purposes.
8. Operators of University-owned or leased vehicles may be held personally responsible for damages to vehicle operated by them caused by their negligence if that negligence was in violation of University policy or outside the scope of their employment. If it is determined that the employee's negligence was in violation of University policy or outside the scope of their employment, said employee shall be charged for such damages and may be subject to disciplinary action up to and including termination.
9. Fines for traffic violations including overtime parking, towing and storage fees for illegally parked vehicles, shall be paid by the operator of the vehicle responsible for the violation. Fines shall not be reimbursed to the employee. The University reserves the right to pay the fine and obtain reimbursement from the responsible individual.
10. Parking and toll expenses shall be paid by the school/operating unit. Operators are expected to be prudent and determine the reasonableness of such charges on the same basis as if they were paying these charges personally.
11. Authorization to drive a University-owned or leased vehicle is not to be considered an approval for use of such vehicle for purposes other than those for which the vehicle was assigned.
12. All drivers of University-owned vehicles must complete the University's online Defensive Driving Course every three years. A record of course attendees shall be maintained by the employee's department and Logistical Services.
13. All vehicles assigned to a school or unit must be driven at least 9,000 miles per year (as similar to the requirements listed in the NJ State Vehicular Assignment and Use Policy – 08-16-ADM). Any vehicle not meeting this minimum requirement will be reviewed for potential transfer or elimination from the fleet. The Director of Logistical Services, or

designee, is responsible for the annual review of underutilized vehicles each January and has the authority to transfer or dispose any vehicle deemed to be underutilized.

B. Responsibilities

1. Logistical Services shall have the responsibility for the maintenance, repair, assignment, monitoring, documentation and disposal of all University-owned vehicles.
2. Schools and operating units to whom University vehicles are assigned shall:
  - a. Ensure that copies of the designated drivers' licenses are provided to Logistical Services on an annual basis for current employees, and immediately upon hire for all new employees that will be driving UMDNJ vehicles.
  - b. Keep a record or tracking system of school or operating unit employees who have been listed as "Approved Drivers" by Logistical Services. This listing of "Approved Drivers" must be provided to Logistical Services on an annual basis and upon hire for all new employees that will be driving UMDNJ vehicles.
  - c. Notify Logistical Services immediately if a designated driver's license has been suspended or revoked and if a designated driver receives a ticket (moving or parking) while driving a University vehicle. It is also the responsibility of each designated driver within the University to notify the associated school or unit immediately upon any of the aforementioned items occurring.
3. Logistical Services shall be responsible for submitting each designated driver's license to the New Jersey Motor Vehicle Commission (MVC) for abstract review on an annual basis and upon receipt of new hire information. For employees that reside outside of New Jersey, Logistical Services shall make every effort to obtain the abstract from the applicable state Motor Vehicle Commission. If a particular abstract is not available, it is then the Operator's responsibility to provide the abstract to Logistical Services on an annual basis. Failure to provide such abstract within ten (10) business days of the stated deadline shall result in losing authorization to drive.
4. The Director, Logistical Services or designee will review all driver license abstracts and will use the following guidelines for University designated drivers:
  - a. All driver licenses must read "in good standing" at the time of abstract review. If a license is found not to be in good standing, regardless of the violation, the Director, Logistical services or designee will advise Human Resources and the employee's department head that driving University vehicles is prohibited effective immediately until the employee cures the violation or provides proof of license restoration.
  - b. If the abstract indicates a record of medical or psychological history determined by the MVC to affect the safe operation of a motor vehicle, the Director, Logistical Services or designee, will report these findings to Human Resources (Labor Relations), which will investigate the matter and determine whether the employee can remain as the designated driver. Driving the University's vehicles is prohibited until such matters are resolved.
  - c. If a violation occurs that puts the employee's driving record at nine or more points, two weeks after conviction of that violation, the employee must attend the University's Defensive Driving Course as coordinated by the Director, Logistical Services, or designee, in order to become an "approved driver."
  - d. If during an annual review, the abstract indicates a Driving While Under the Influence of alcohol or narcotics (DWI) charge, the University has the right to

either suspend the employee's job duties, as they relate to driving University vehicles, or impose a disciplinary action up to and including termination.

5. Vehicle Purchase:

All purchases of vehicles must be coordinated and processed through Purchasing Services. Vehicles shall not be purchased without prior approval of the Senior Vice President for Administration.

A school or operating unit that wishes to purchase a vehicle must provide written justification, along with the funding source and the purchase requisition, to Purchasing Services. The following criteria shall constitute reasons for purchase of vehicles:

- a. a specialty vehicle is required, such as dump trucks, waste hauling vehicles, etc.;
- b. the vehicles are in continuous use, i.e., significant amount of documented non-commuting, business-related activity required by the school/operating unit; Public Safety patrol vehicles; and
- c. vehicles that must be available for daily unplanned trips, of which any delay would cause a serious disruption of UMDNJ business.

6. University Fuel Credit Cards:

- a. University fuel credit cards are the property of UMDNJ and are to be used for University owned or leased vehicles only, which are used for University-related travel consistent with this policy. The cards are not to be used for personal vehicles or travel. UMDNJ has the discretion to request the return of the cards at any time through the Director, Logistical Services.
- b. Logistical Services shall exercise full control over all University fuel credit cards. No fuel credit card shall be issued to any school or operating unit without the prior approval of the Director, Logistical Services.
- c. If a fuel credit card is stolen, immediate notification is required to the Director, Logistical Services, who will notify the appropriate fuel credit card company. Replacement cards will be issued as appropriate.
- d. Unauthorized use of a fuel credit card will result in appropriate disciplinary action, up to and including termination.
- e. Each school or unit is responsible to ensure that all vehicle fuel receipts are maintained in a separate file for each assigned vehicle. These fuel receipts are subject to periodic review and verification by Logistical Services and must be made available to Logistical Services or Internal Audit upon request.

7. Motor Vehicle Operating Expense:

The cost of operating and maintaining motor vehicles used to conduct UMDNJ business shall be considered a school or operating unit expense. These costs include but are not limited to repairs, maintenance, fuel, and tolls (EZ-Pass) The vehicle operating cost will be tabulated monthly by the Director, Logistical Services or designee and charged back to each school or operating unit via an interdepartmental transfer (IDT).

VI. PROCEDURES

A. New Vehicles:

1. Upon delivery of a new vehicle, the Director, Logistical Services or designee will inspect it, noting any defects that are the responsibility of the dealer, and complete the motor vehicle registration documents. The Director, Logistical Services or designee will arrange for inclusion of the vehicle into the University fleet by completing the "Fleet Policy Data" form and forwarding it to Risk and Claims Management.
2. The Director, Logistical Services or designee will establish and maintain a motor vehicle operating record for every vehicle acquired, recording the fuel consumption, maintenance and repairs for the life of the vehicle.

B. Maintenance, Repair and Disposal:

1. The Director, Logistical Services or designee will have the responsibility of ensuring that all University vehicles are properly maintained and repaired. To achieve this goal, the Director, Logistical Services shall work in concert with Purchasing Services to identify repair service organizations (including in-house facilities) in the vicinity of each campus, as required, where vehicles will be maintained or repaired.
2. When maintenance or repair of an assigned vehicle is required, the vehicle shall be brought to the designated repair service organization by the school or unit or be scheduled for picked up by the designated repair service organization (as per negotiated contract provisions). If vehicle resources permit, Logistical Services shall make arrangements for a temporary replacement vehicle, at the operating unit's expense.
3. If it is determined by the Director, Logistical Services or designee that a vehicle is unsafe, is in need of repair or its appearance is deteriorated, it will be taken out of service. In the event the vehicle cannot be repaired, it shall be disposed of by the Director, Logistical Services or designee in accordance with the rules and regulations set forth by the Office of Assets Management.
4. Upon completion of any vehicle maintenance and/or repair, the associated school or unit will be provided with a copy of the service invoice. Each school or unit is responsible to ensure that all vehicle service invoices are maintained in a separate file for each assigned vehicle. Logistical Services will also retain a copy of each service invoice.

C. Mechanical Breakdown:

1. Vehicles that develop mechanical or electrical problems will be taken out of service and repaired immediately. If the vehicle is off campus and, in the best judgment of the designated driver is unsafe to drive, the Director, Logistical Services or designee will be called for instructions.
2. In the event that a vehicle must be towed before Logistical Services can be notified, the location of the towing company and storage lot will be recorded. At the earliest opportunity, the designated driver shall provide this information to the Director, Logistical Services or designee.
3. Minor emergency repairs up to \$250.00 for labor and material (i.e., flat tires, dead battery, etc.) may be authorized by the designated driver. Repairs in excess of \$250.00 shall be approved by the Director, Logistical Services or designee in consultation with the driver prior to being undertaken.

D. Accidents (see also Risk Management and Risk Financing for Motor Pool, 00-01-50-86:02):

1. The police in the municipality where the accident occurred, if not at the scene, shall be notified immediately. All UMDNJ designated drivers shall comply with all applicable laws concerning motor vehicle accidents, (i.e. reporting, not leaving the scene of an accident, etc.).

2. Any accident involving UMDNJ owned or leased vehicles shall be reported to the Director, Logistical Services or designee and Risk and Claims Management within twenty-four hours by the designated driver..
3. Operators of University-owned or leased vehicles may be held personally responsible for damages to vehicle operated by them caused by their negligence if that negligence was in violation of University policy or outside the scope of their employment. If it is determined that the employee's negligence was in violation of University policy or outside the scope of their employment, said employee shall be charged for such damages and may be subject to disciplinary action up to and including termination.
4. If the vehicle is not maneuverable and must be towed away, Logistical Services shall be notified immediately by phone of the name and address of the towing company and storage lot.
5. A Risk & Claims "Accident Report" shall be completed by the designated driver, or the school/operating unit department head, and submitted to the Director, Logistical Services or designee immediately.
  - a. The form will be checked for clarity and completeness by the Director, Logistical Services or designee. The driver and the Director, Logistical Services or designee will complete the "Report of Motor Vehicle Accident" SR-1, Incident Report and Insurance Claim Form and forward the forms to Risk and Claims Management.
  - b. Risk and Claims Management shall ensure that within five (5) days, Form SR-1 will be forwarded to:  
Bureau of Security Responsibility  
N.J. Division of Motor Vehicles  
25 Montgomery Street  
Trenton, N.J. 08668
  - c. The "Accident Report Form" and accompanying information shall be provided to the appropriate parties by Risk and Claims Management in order to protect the legal and financial interests of the University.
  - d. In the case of serious injury or death, Risk and Claims Management shall notify the appropriate parties to protect the legal and financial interests of the University.

E. Vehicle Monitoring:

1. All school or operating unit fleet vehicles' parking, usage, keys, vehicle credentials, and fuel purchases shall be monitored by the school or operating unit to whom the vehicle is assigned.
  - a. Vehicle Mileage Logs must be completed on a daily basis for each University vehicle that is driven, and verified for accuracy and completeness by the departmental supervisor or designee. Each school or unit is responsible to ensure that all vehicle mileage logs are maintained in a separate file for each assigned vehicle. These vehicle mileage logs are subject to periodic review and verification by Logistical Services and must be made available to Logistical Services or Internal Audit upon request.
  - b. School or operating unit fleet vehicles must be operated and parked in a legal manner according to DOT/MVC and UMDNJ regulations. All vehicles must be locked and the vehicle keys placed in a locked key box when not in use. It is the responsibility of the school or operating unit to which the vehicle(s) is assigned,

to ensure that all of these procedures are followed. Failure to comply with these requirements may result in forfeiture of the use of University fleet vehicles by the school/operating unit or employee.

- c. University fleet vehicles must have proper/valid documentation as required by DOT/MVC regulations. It is the responsibility of the school/operating unit and designated driver to ensure all applicable credentials are located in the glove box of each vehicle before the vehicle is driven on a daily basis. Failure to comply with these requirements and guidelines may result in forfeiture of the use of University fleet vehicles.

F. Vehicle Identification:

1. All UMDNJ vehicles, with the exception of specific UBHC vehicles, are required to have the UMDNJ logo installed and displayed at all times.
  - a. Logistical Services shall install the UMDNJ logo on the driver and passenger sides of the vehicle.
  - b. It is the responsibility of the school/operating unit to which the vehicle is assigned to ensure UMDNJ logos are maintained on the vehicle – removal is prohibited.
  - c. Failure to comply with this requirement may result in forfeiture of use of a fleet vehicle by the school/operating unit and subject the designated driver to disciplinary action.
2. All UMDNJ vehicles are required to display the appropriate vehicle decal (see EXHIBIT B) on the rear of the vehicle to promote safe driving techniques and enhance the personal safety of UMDNJ employees and the general public.
  - a. Logistical Services shall be responsible to affix the decals to each vehicle. Repair shop personnel (both in-house employees and contracted vendors) will affix the vehicle decal to any UMDNJ vehicle with missing or removed decals.
  - b. It is the responsibility of the school / operating unit to which the vehicle is assigned to ensure that the vehicle decals are maintained on its vehicles. Removal of decals is prohibited. The only exceptions to this requirement are undercover vehicles assigned to the Department of Public Safety and vehicles assigned to EMS and UBHC.
  - c. Failure to comply with this requirement may result in forfeiture of use of a fleet vehicle by the school/operating unit and subject the designated driver to disciplinary action.
  - d. It is the responsibility of the Logistical Services to receive all phone calls concerning vehicle misuse. When a complaint is received, the Director of Logistical Services, or designee, will contact the applicable operating unit's Department Head and will request that the Department head conduct an initial review of the situation with the driver (See EXHIBIT C for sample questions). Human Resources will be copied on all correspondence.
  - e. It is the responsibility of the operating unit's Department Head to conduct the initial review of the situation with their driver and report the findings back to the Director of Logistical Services or designee..
  - f. It is the responsibility of the operating unit's Department Head to work with Human Resources to determine the appropriate course of action/discipline based

upon the facts in the case. Logistical Services will be available to provide input to the case as necessary.

VII. SANCTIONS:

Failure to comply with the requirements of this policy shall result in disciplinary action, up to and including termination.

VIII. EXHIBITS

- A. Frequently Asked Questions
- B. Vehicle Decal
- C. Potential Vehicle Misuse Questionnaire

By Direction of the President:

**SIGNATURE ON FILE**

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Vice President for Supply Chain Management

## EXHIBIT A

### University Transportation – Motor Vehicle Fleet

#### Frequently Asked Questions

**Q. Since each school/unit is assigned a vehicle for University-related business, who will provide the driver of such vehicle?**

A. Schools/operating units will designate an employee and include driver duties as part of the employee's job responsibilities. This individual must be a licensed driver and all policy requirements for designated drivers must be adhered to.

**Q. I usually leave from home when traveling to airports for University business. Can I use the UMDNJ vehicle and designated driver to pick me up from home and take me to the airport?**

A. Using your school/unit assigned UMDNJ vehicle and/or designated driver to travel to the airport from your home is not allowed – it is not cost effective and gives the appearance of personal use. Use of a taxi is allowed and reimbursable under the Travel Reimbursement Policy.

If you are traveling to the airport on University business from your normal work site, you may use your school/unit's assigned vehicle and designated driver.

**Q. Can I take a cab from the train station to the campus without calling Logistical Services when traveling to and from a meeting held at another campus?**

A. Yes. You can take a cab under these circumstances and apply for reimbursement of the costs.

**Q. Can a University-owned or leased vehicle be taken to an employee's home?**

A. No. This is disallowed. However, there are certain positions that are exempt from this rule because of the position responsibilities.

**Q. Is it permissible to use a University vehicle to travel between two University official work sites different than my assigned work location?**

A. Yes – such travel is allowed.

**Q. My school/unit needs to arrange for transportation for a group of employees. Can we make these arrangements on our own?**

A. No. All group transportation must be arranged through Logistical Services which will select the vendor (if necessary), determine the type of vehicle to be used based on the number of riders and schedule pick up and return trips. The University owns or leases many different types of vehicles for this purpose.

**Q. Can a school/operating unit make their own arrangements for patient transport?**

A. No. All ambulatory patient transports must be coordinated through Logistical Services.

**EXHIBIT A (continued)**

**University Transportation – Motor Vehicle Fleet**

**Frequently Asked Questions**

**Q. If I am a designed driver and have an accident, am I personally liable for the damage?**

- A. Personal liability depends on whether the accident was caused through your misuse or abuse in violation of University Policy or outside the scope of your employment,. If the driver of a UMDNJ vehicle is reported by law enforcement as having caused the accident due to misuse or abuse, such driver will be personally responsible for damage and costs will be charged to the operator. Damages to the vehicle that occurs while acting within the scope of your employment and consistent with University Policy and existing law concerning the operation of motor vehicles, will not be the responsibility of the operator.

If you are a designated driver involved in an accident with a University owned or leased vehicle, you must comply with all applicable laws concerning motor vehicle accident (i.e., reporting, not leaving the scene of an accident, etc.). You must also adhere to the University Transportation Policy provisions and report it to the Director of Logistical Services and Risk & Claims Management.

**Q. What happens if as a designated driver I receive a ticket for a traffic or parking violation; can I submit the ticket to the University for payment?**

- A. Fines for traffic violations including overtime parking, towing or storage fees for illegally parked vehicles must be paid by the operator of the vehicle responsible for the violation. Fines are not reimbursed. The University reserves the right to pay the fine and obtain reimbursement from the responsible employee, however.

**Q. My school/operating unit has a fleet vehicle with an EZPass transponder. Do we have to keep a record of the tolls and report this to Logistical Services?**

- A. No. EZPass tolls are tracked and billed directly to the University through Logistical Services. Logistical Services reconciles the reports and your school or operating unit will be billed through Interdepartmental Transfers (IDT).

**Q. My school/operating unit received a University fuel credit card for use with the department's vehicle. Do we have to return the card to Logistical Services after each trip?**

- A. No, your department is responsible for safeguarding the fuel credit card which is identified for its use by the license number engraved on the card, which matches the assigned University vehicle.

Exhibit B  
Vehicle Decal

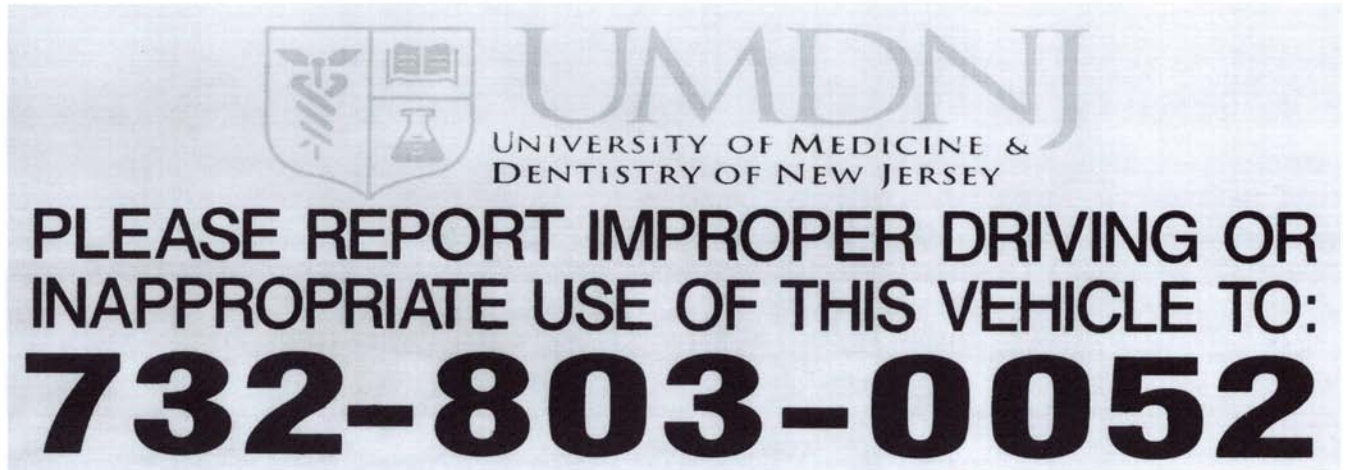


Exhibit C

**Potential Vehicle Misuse Questionnaire**

***NAME OF CALLER:***

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

***CONTACT INFORMATION:***

Street Address: \_\_\_\_\_ Suite / P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

***DESCRIPTION OF VEHICLE:***

Color: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Body Style: \_\_\_\_\_ License Plate #: SG \_\_\_\_\_

***DESCRIPTION OF DRIVER:***

Gender: \_\_\_\_\_ Race: \_\_\_\_\_

Physical Characteristics: \_\_\_\_\_

***DESCRIPTION OF COMPLAINT:***

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Details of Complaint: \_\_\_\_\_