

VEHICLE RESERVATION POLICY

Per Policy Memorandum No. 43

1. Campus vehicles will be used only for university business and sanctioned student activities
2. Campus vehicles will not be used for personal purposes.
3. Only on special occasions, in connection with official travel being performed in Campus vehicles, when it has been determined by the head of the department that the purpose of the travel can be more usefully served by including persons other than University officials and employees, such persons may be authorized to travel in state vehicles at no expense to the University.
4. Vehicles may not be driven to an employee's home unless the employee is departing upon or returning from an official trip away from his headquarters under circumstances which make it impractical to use other means of transportation, or when the employee needs the use of the vehicle after completion of a regular work day to conduct state business on the same day or before his usual working hour on the next day. *(With regard to campus vehicles, this is a rare and exceptional circumstance that must be approved by the Campus Vice President or designee.)*
5. Campus vehicles will be operated only by University employees and authorized Student Government representatives who possess a valid Florida driver's license. *(Authorization for student government representatives is approved by Asst. Dean or Asst. Director of Student Affairs.)*
6. The University provides liability insurance in the following limits; collision insurance coverage is not maintained: Bodily injury and/or Property Damage: \$100,000/\$200,000
(Any incident while operating a campus vehicle must be reported immediately to Administration and, if applicable, a copy of the accident report must be provided to Administration.)
7. The driver to whom a campus vehicle has been released is responsible for the vehicle until it is returned to University control. The University is not responsible for traffic violations by drivers of Campus vehicles.
8. Unless otherwise directed, reservations will be made on a first-come basis.
9. Unless otherwise justified, campus vehicles may not be used under the following circumstances:
 - (a) Travel out of the State of Florida.
 - (b) Trips requiring more than three (3) days absence from the campus
 - (c) Transportation to any airport or other terminal when length of trip requires overnight parking. *(In order to accommodate all campus vehicle users, it is recommended that personal or leased vehicles be used in the above situations with vehicle mileage reimbursed by the University unit via a TAR.)*

PROCEDURES

REQUESTOR:

To maximize the efficiency and use of vehicles, please follow these steps:

1. Fill out the Vehicle Request Form at least 48 hours in advance and fax to 873-3333 send attached in an e-mail to straughn@fau.edu. If form is e-mailed, please copy mcmullan@fau.edu in the event of staff absence.
2. **ALL STUDENT GOVERNMENT REQUESTS MUST HAVE:** (1) BUDGET ACCT. AND STUDENT LIFE AUTHORIZATION (2) PROVIDE A LIST OF PASSENGERS and (3) PROVIDE A COPY OF CURRENT AUTO INSURANCE TO ADMINISTRATION WITH FORM IF NOT ALREADY ON FILE WITH ADMINISTRATION.
3. Remember that the use of the vehicles is on a first-come, first-serve basis and specific model requests cannot be accommodated.
4. Upon e-mail confirmation of reservations, pick up keys and gas card from Administration after 8:00 a.m. or before 5:00 p.m. Arrangements to pick up vehicle keys earlier than 8:00 a.m. or later than 5:00 p.m. must be made with Administration.
5. Return the keys and the vehicle at or near the expected time in with the interior of the vehicle in the same condition as received and a full tank of gasoline. Campus Police is available 24 hours in JU 110, and should be contacted at 370-6854 before picking up and dropping off keys. You are advised strongly to contact campus security for escort services after dark.
6. If an accident occurs while operating the vehicle during business hours contact Administration immediately at 873-3342. If the accident occurs after hours contact Campus Police at 370-6854. A copy of the accident report must be provided to Administration immediately upon return. Any vehicle damages that occur as a result of a driver-faulted accident or that are caused by the driver and/or occupants during the operation of the vehicle may result in repair charges to the account indicated on the form.
7. Record travel activity and mileage on the log located inside the vehicle.
8. Inform Administration of any problems encountered with the vehicle either upon return, or note the problem on the mileage log in the vehicle.
9. If required, towing service information is located in the glove compartment.

NO SMOKING IS PERMITTED IN THE VEHICLE.
PLEASE BUCKLE UP AND DRIVE SAFELY, IT'S THE LAW.
FLORIDA ATLANTIC UNIVERSITY – TREASURE COAST CAMPUS
Vehicle Use Information Sheet

The following information is provided to assist drivers of state vehicles.

1. Vehicle Reservation Request forms can be accessed on the Treasure Coast Campus web site by linking to Faculty and Staff and clicking on Facility Requests.
2. All first time drivers are required to submit a valid Florida driver's license, when requesting a campus vehicle.
3. When picking up keys in the police office record pickup and return times on the log sheet.
4. Contact campus police just prior to picking up and dropping off keys to reduce wait time.
5. **ALL** gas receipts should be given to the fiscal assistant, Lucy Mueller, in the Cashier's Office. Please do not leave the receipts in the vehicles or with campus police.
6. All drivers are required to log in travel activity and mileage on the vehicle log located in each vehicle.
7. Cars should never be returned with less than ½ tank of gas.
8. Accident reporting procedures and insurance information are located in the glove compartment of each vehicle.