



# UVU Fleet Operations

## Use of Department Owned University Vehicles

1. University department owned vehicles may only be used for University business and interests and shall be operated by authorized driver's employed by the University or by authorized student's serving the interests of the University.
2. Drivers of University vehicles must be at least 18 years old and have a valid Utah driver's license. If the department owned vehicle is a large passenger van the driver must be at least 21 years old and have a valid Utah driver's license.
3. Drivers of department owned vehicles must comply with UVU Fleet Operations Policies and Procedures.
4. Per recommendations from our insurance provider, Utah State Risk Management, department owned vehicles are prohibited from being driven out of state unless a written exception from the department Dean or Associate VP is provided to Fleet Operations. If out of state travel is necessary, it is preferable that the department work with the Fleet Operations office to secure a rental vehicle through Enterprise.
5. Drivers of University vehicles must have a driving record in compliance with Utah Administrative Services Rule 21-7-3. The authority to operate a state vehicle shall be suspended or revoked for up to three years if a driver meets any of the reasons defined in the above rule.
6. Drivers of University vehicles must complete the approved Defensive Driver Training at initial employment and every two years thereafter. In the event of a moving violation or accident citation in a University vehicle, the driver must take an additional Defensive Driving course in coordination with the Fleet Operations office prior to driving a University vehicle again.
7. It is the responsibility of each Department Head/Director or designee to ensure that all employees who drive vehicles are up-to-date with the above Defensive Driver Training Program and are aware of the UVU Fleet Policies and Procedures. Departments are required to keep a copy of the completed driver's test for each employee and to forward a copy to Fleet Operations to update the Fleet Management database.

8. Drivers and all occupants must always wear a seatbelt and observe all posted speed limits including reduced speed construction zones and road hazard warnings. All seatbelts need to be fastened before the vehicle is put in motion.
9. The department is responsible for all maintenance and upkeep of department owned vehicles, including regular oil changes, tire rotation and safety inspections. We have a responsibility to ensure the safety of our employees. Unmaintained vehicles present a significant risk, and departments will be held accountable for all payments related to claims made against UVU.
10. A yearly emissions and/or safety test may also be required depending upon the age and type of vehicle. The Fleet Operations office will contact the department each year regarding the vehicle emissions and safety certification.
11. Department owned vehicles are assigned a specific WEX Fuel Card for refueling. The card is linked to the specific vehicle and should not be used for other vehicles or other fueling purposes. A current odometer reading is required when refueling with the WEX Fuel Card, if an incorrect odometer reading is given the department will be charged \$50 per occurrence. Each employee is given a specific pin to use with the WEX cards and pins should not be shared or written on the WEX Fuel Card.

I acknowledge that I have read and agreed to the rules/regulations stated above.

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

Responsible Party Signature: \_\_\_\_\_

Printed Name of Responsible Party: \_\_\_\_\_

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