

UVU/STATE VEHICLE PROCEDURE

GEAR UP UTAH

GEAR UP UTAH REGISTERED STATE VEHICLES

2017 Toyota Prius FO18315 LP#530681EX

2015 Toyota Prius FO17263 LP#517755EX

GUIDELINES

1. GEAR UP state vehicles are provided for business use only.
2. UVU Employees using a state vehicle must adhere to State of Utah and UVU Vehicle policies.
 - a. <https://fleet.utah.gov/motor-pool/vehicle-rules/>
 - b. <https://policy.uvu.edu/getDisplayFile/56392ae365db23201153c229>
3. A valid driver's license and a current state fleet certification are required to use the state vehicles.

REQUESTING DRIVING PRIVILEGES

1. A request to receive driving privileges must be approved by your supervisor and submitted along with a driver's license to Fleet Services.
2. The employee requesting privileges will receive an email with a link for the online training and test.
3. Recertification is required every two years.

USE OF STATE VEHICLES

1. Vehicles are to be reserved or checked out using the vehicle reservation outlook calendar. Once you have received your certification you can request access to the calendar from Sherenep@uvu.edu . GEAR UP staff have priority when there is a scheduling conflict with other departments.
2. Before your trip, drivers should conduct a prior inspection of the car to report any scratches, dents, low tires, etc. Please report any issues to Sherenep@uvu.edu .
3. After using the state vehicle, mileage, destination, and purpose of the trip is to be recorded on a log sheet in each vehicle.
4. Please remove any trash or personal items from the vehicle and clean up any spills when returning it.
5. If the car requires maintenance, please contact Sherenep@uvu.edu.
6. The gas card provided for each vehicle is accepted at WEX sites. A Pin (Personal Identification Number) is required for use with the gas card. You can request this from fleet services. Please leave the tank at least 75% full after use.
7. There is a GPS device located within all state vehicles that track your location and speed. If the driver is speeding excessively in any UVU vehicle, they will receive a warning letter. If that driver speeds excessively again, then they will lose driving privileges for 6 months.
8. Please refer to the training video and the vehicle glove box, for what to do if you get pulled over by police, get in a car accident, or if the car breaks down.