

FLEET MANAGEMENT POLICIES AND PROCEDURES

Procurement and Contract Services

November 8, 2010

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1. In most instances, if an individual is driving less than 15,000 miles per year (in a passenger type vehicle) it is possibly more economical for the department to have the employee drive his/her personal vehicle and have the department reimburse at the current mileage rate. Another option would be to develop a pool whereby low mileage users would have access to an appropriate vehicle.
2. In many instances where transportation of dignitaries or other officials is required on a non-regular basis, it may be better to rent a full size vehicle or passenger van for those specific occurrences, rather than purchasing the vehicle and not fully utilizing its capabilities.
3. A full size vehicle does not get great gas mileage and has a higher cost when compared to a mid size or intermediate size vehicle; therefore, full size vehicles would not be the appropriate vehicle to purchase if the intended use is to transport a driver only and occasionally three or fewer passengers to and from appointments, meetings, etc. Requests for full size vehicles must include detailed explanation of the need for the increased size (carrying capacity, towing responsibility, etc).

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3. The description and justification (in memo format a requisition) shall be submitted through the appropriate channels from the department budget unit to the appropriate Vice President and on to the President for approval.
 4. The approved request should then be forwarded to Procurement and Contract Services, Bond Hall 214, Box 5003 with a requisition. It will be the department's responsibility to initiate the disposal process of the replaced vehicle, if appropriate.
 5. It should be noted that the state contract for vehicles usually takes effect in October of each year. While the contract states that it is for a 12 month period, in actuality the contract is only good for as long as the various manufacturers continue to produce the specific vehicles. Usually in February or March the manufacturers start to "cut off" production. This means that departments should make plans to order vehicles as soon as October 1 as possible. Any vehicle requested after the "cut off" date will need to go out for bids. This usually creates a delay as well as a higher price.
 6. Another note to consider is that the state contract for vehicles that are ordered from the factory, it is not intended to be for vehicles that are currently on the dealer's lot. This means that from the date the purchase order is issued to the date of delivery is often 60, 90 or even 120 days. Again, this should indicate that departments should plan in advance and order vehicles as soon as possible after the start of the new contract.
- C. Receipt of a Newly Acquired University Vehicle Upon receipt of the newly acquired vehicle, the department should contact the Physical Plant and Property Accounting BEFORE department begins using the vehicle.

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shall show the department made diligent efforts to purchase, rent, lease or acquire a vehicle that is the lowest cost vehicle for its intended use. For each vehicle purchased, the department shall establish and maintain a file which shall include all pertinent information concerning the vehicle (purchase documentation, annual mileage records, maintenance documentation, disposal documentation, etc). Such documentation shall be updated as needed when the intended use of the vehicle or any other facts concerning the vehicle are changed. Departments shall maintain the following information on all university owned vehicles:

1. Asset number.
 2. Brand/Make/Model/Year.
 3. Tag receipt and bill of sale.
 4. Vehicle license plate number.
 5. Vehicle Administrator.
 6. Purpose for which vehicle is to be used.
 7. Location and assignment of vehicles.
 8. Identification of individual employee assigned vehicle and/or Authorized Driver List for department.
 9. Expense report and vehicle log: Vehicle use logs should include names of driver, purpose of use, destination, beginning and ending mileage, dates and times of trip, and fuel purchased. This vehicle use log should be recorded with the weekly Fuelman transaction reports. Mileage listed on vehicle use logs should be verified with the vehicle's actual mileage and compared to estimated mileage to destination. Miles per gallon can be calculated based on vehicle logs and should be compared to the vehicle's standard. (See Appendix B for sample form.)
 10. History of repairs and operating expense.
 11. Cost per mile (fuel, maintenance).
- E. Insurance: The University of Southern Mississippi is self-insured and has coverage under the IHL Tort Claims Plan. This plan provides protection for tort claims against employees of the university subject to terms and limitations established by law.
1. All university owned vehicles should carry proof of insurance. Insurance cards are distributed by Physical Plant.

Section IV: Vehicle Use Policy

A. General Policies and Guidelines: The following are general policies and guidelines that should govern the use of any university owned vehicle:

1. Southern Miss owned motor vehicles are authorized use in the performance of all travel or tasks that are within the scope and course of the employee's duties and are necessary to accomplish official Southern Miss business, provided that the use is within the rated design capability of the vehicle. Official university business is defined as the performance of tasks in furtherance of the mission related services that the department responsible for the vehicle is charged with providing to its customers and the university community. Southern Miss owned vehicles shall be driven only by Southern Miss employees, students, and other authorized individuals, and used for official Southern Miss business only.
2. Drivers of university owned vehicles are require

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is in the scope of employment of the authorized employee operating the university owned vehicle.

5. Approved motorcycle helmets must be worn by all motorcycle riders. Proper protective clothing should be worn if operating a motorcycle.
6. Drivers should attempt to minimize distractions that can interfere with the driver's ability and/or focus.
7. Cell phone use should be held to a minimum. Hands free equipment is recommended.
8. PDA/Laptop computer use is not allowed while operating a vehicle.
9. MP3 use should be held to a minimum.
10. Portable two-way radio use should be held to a minimum.
11. Eating/drinking should be held to a minimum.
12. Reading/writing is not allowed while operating a vehicle.
13. Tobacco use is prohibited in all Southern Miss owned vehicles.
14. Firearms are prohibited in university owned vehicles unless they are required for the performance of the official duties necessitating the travel.
15. Animals are not allowed in university owned vehicles unless they are transported in the conduct of official university business or are required by a passenger's disability.

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- a. Speeding, improper passing, failure to yield right-of-way, tailgating, or other violations of law and improper conduct (such as improper gestures, language and use of horn) are prohibited.
 - b. Drivers should always attempt to adjust to road and weather conditions and should always use vehicle's safety devices such as lights, wipers, turn signals, etc.
19. Drivers are prohibited from the operation of motor vehicle while mentally or physically impaired.
- a. The use of illegal drugs is prohibited and the use of alcohol is prohibited during the period prior to or during the operation of a vehicle.
 - b. The use of prescription and non-prescription medicine should be monitored carefully to ensure that it does not impact the driver's abilities to safely operate the vehicle.
 - c. Medical conditions or illnesses, fatigue, and emotional state should be monitored carefully to ensure that they do not impact the driver's abilities to safely operate the vehicle.
20. Appropriate actions should be taken to prevent collisions from parking and backing operations. Drivers should consider the use of observers to help the driver, parking so as to avoid the need to back into traffic, walking around vehicle prior to backing, observing other drivers in crowded parking lots.
21. Vehicles should be locked when not in use and out of sight of Southern Miss employees. Keys should never be left in the ignition when the driver is not present.
22. Commuting: Unless specifically authorized by the appropriate Vice President and/or President, drivers are not permitted to use university owned vehicles for commuting purposes. Commuting shall mean driving a university owned vehicle to and from an employee's work place and residence on a regular basis. Taking a vehicle home one evening to enable an early departure the next day is not considered commuting.
- a. Commuting is only authorized when it is the most-effective or practical alternative. Any decision to authorize the use of a Southern Miss vehicle for commuting purposes shall be based upon a determination that the university is the main beneficiary of the arrangement, such as in the case of an individual having a vehicle available for emergency response. Southern Miss vehicles may not be used for commuting capacity solely by virtue of an employee's position. A commute vehicle cannot be part of a compensation or administrative package.
 - b. If it is determined that a vehicle is needed for commuting purposes, the department shall submit a letter to the Internal Auditor which clearly identifies the vehicle, the employee and the extenuating circumstances which necessitate authorization for commuting. The letter

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Auditor. It should be noted that the use of Southern Miss vehicles for commuting purposes should be considered a taxable fringe benefit.

- B. Authorized Drivers: Only Southern Miss employees, students and other authorized individuals with a valid driver's license may drive a university owned vehicle.
1. All employees must be at least 18 years old and have a valid Mississippi driver's license or a valid driver's license from a contiguous state (MS Code § 25-9-153). Other authorized drivers must be at least 18 years old and have a valid driver's license issued in the state or country of residence. An International Driver's Permit from the country of residence must also be required of drivers possessing a valid license from the other country. Likewise, university personnel traveling abroad should obtain an International Driver's Permit prior to travel.
 2. Drivers shall hold the proper license for driving the vehicle they have been assigned. All driver's licenses must be of the appropriate classification and have any required endorsements needed for operating the vehicle(s) assigned. All classifications and endorsements are listed below:
 - a. Class R – Regular License. No person shall drive or operate a motor vehicle other than a motorcycle upon the highways of the State of Mississippi without first securing an operator's license to drive on the highways of the state.
 - b. A motorcycle endorsement may be issued to any person who holds a valid Mississippi driver's license and meets the other requirements for such endorsement.
 - c. A restricted motorcycle operator's license may be issued to any applicant who fulfills all the requirements necessary to obtain a Mississippi operator's license that may be applicable to the operation of a motorcycle. Such license shall entitle the holder thereof to operate a motorcycle, and no other motor vehicle, upon the highways of this state.
 - d. Class A. Any combination of vehicles with a gross vehicle weight rating of twenty-six thousand one (26,001) pounds or more, provided the gross vehicle weight rating of the vehicle or vehicles being towed is in excess of ten thousand (10,000) pounds.
 - e. Class B. Any single vehicle with a gross vehicle weight rating of twenty-six thousand one (26,001) pounds or more, and any such vehicle towing a vehicle not in excess of ten thousand (10,000) pounds.
 - f. Class C. Any single vehicle with a gross vehicle weight rating of less than twenty-six thousand one (26,001) pounds or any such vehicle towing a vehicle with a gross vehicle weight rating not in excess of ten thousand (10,000) pounds comprising:
 - i. Vehicles designed to transport

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- a. If an employee uses a personal vehicle for university business while their driver's license is revoked or suspended, the employee assumes all liability associated with those of the vehicle. The university's insurance will not apply to an employee operating a vehicle without a valid driver's license.
6. Departments shall not allow employees to travel, as drivers of a vehicle, who are refused use of a university owned vehicle due to an unacceptable driving record. If travel, as drivers of a vehicle, is unavoidable, such drivers may use their personal vehicles and be reimbursed at the state approved mileage rate.
7. Operators of emergency vehicles such as patrol cars, ambulances, fire trucks, etc. shall only operate the vehicles after receiving proper training and shall hold the proper license for operation of the specific vehicle, if applicable.
8. Operators of special vehicles such as mopeds, boom trucks, dump trucks, tow trucks, etc. shall hold the proper license for operation of the specific vehicle, if applicable.
9. All van drivers shall review the IHL Van Safety Recommendations (Appendix D) and shall comply with the requirements set forth. A copy of Appendix D, signed by the driver shall be included in the driver's file.
10. Documentation of driver qualifications and driving records should be maintained by the department for each driver. Drivers must therefore agree to abide by the university's policies and procedures and to provide the necessary information or consent to allow the gathering of necessary information. Authorized driver files should contain the following:
 - a. Authorized vehicle use agreement, signed by driver and supervisor. See Appendix A.
 - b. Copy of current driver's license.
 - c. Copies of driver medical exam results as required (CDL).
 - d. Copies of drug and alcohol test records as required (CDL).
 - e. Documentation of motor vehicle record (MVR) checks.
 - f. Training/testing records.
 - g. Documentation of any other form of public driver performance evaluation, public feedback, citations, or accident reports.
 - h. Any other information related to the driver's ability or inability to operate a motor vehicle as related to employment.

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- C. Misuse of Southern Miss owned vehicles: University owned vehicles shall be driven only by Southern Miss employees, students and other authorized individuals and used for official university business only.
1. Use is not authorized for unofficial travel tasks, the transport of unauthorized persons or items, or the performance of tasks outside the capacity of the vehicle. Some examples of unauthorized use are but are not limited to:
 - a. Sightseeing or trips for pleasure unless they are part of the official agenda for a business conference.
 - b. Transporting family members, dependants or friends to school, daycare, medical appointments, social events or other personal activities.
 - c. Conducting other personal business outside the employee's scope of employment.
 2. Operators of university owned vehicles are charged with an ethical responsibility to conduct themselves in a professional and prudent business manner. This basically means that employees should not engage in any activity that would violate the obligation of trust given with the privilege of operating a university owned vehicle. Inappropriate activities or misuse include but are not limited to:
 - a. Parking any state owned vehicle at a compromising establishment.
 - b. Exceeding the posted speed limit.
 - c. Failure to take proper care of the vehicle (washing, vacuuming or routine maintenance).
 - d. Using the vehicle for personal use.
 - e. Tobacco use in university owned vehicles. The use of tobacco products is prohibited in all university owned vehicles.
 3. University owned vehicles are highly visible to the public and their use is scrutinized. Thus, poor driving manners and inappropriate use reflect on Southern Miss employees. Operators should exercise prudence and courtesy. If misuse has occurred, it is the responsibility of the employee to immediately bring the misuse issue to the attention of the department head. The department head shall report all such instances to the Internal Auditor. The following information should be provided.
 - a. name, address and telephone number of complainant, if known;
 - b. summary of complaint;

c. name and address of driver.

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- F. All departments should use Physical Plant for all repairs, oil changes, oil filter changes and routine services.
- G. Emergency Equipment: Vehicles should be equipped with appropriate emergency equipment for use in the event of mechanical failure, crash, or other circumstance that results in a disable vehicle. Items may include but are not limited to: warning triangles, first aid kit, fire extinguisher, water, blankets, and other equipment depending on vehicle type and use.
- H. Vehicle modifications such as radio equipment, towing equipment, security devices, navigational devices, etc. shall only be installed by a qualified individual. Items being added or modified should not detract from the performance or safety of the vehicle. The Vehicle Administrator shall ensure that a list of all such modifications, including the date work was completed and the cost of the modification, are included in the vehicle file.
- I. Vehicle Appearance: It is the department's responsibility to ensure the vehicle represents the University appropriately.
1. Vehicles should be cleaned inside and out as appropriate for the intended use of the vehicle. Passenger vehicles that drive up and down the roads of the university, city and state, obviously would need to be kept cleaner than a truck that is used on a farm in the delta. Common sense should rule. If in doubt, clean it.
 2. It is the department's responsibility to ensure that scrapes, dents, and other visible damage is properly repaired. Vehicles should not appear to be in disrepair.
- J. Decals: No decals, bumper stickers, commercial advertising, or political stickers of any kind may be placed on any university owned vehicle without prior approval from the appropriate Vice President.
- K. Fuel: Fuel for university owned vehicles can be purchased in two different ways: (1) the Fuelman card and (2) on campus through the Physical Plant.

It is recommended that departments use the state contract for fuel access card services for the acquisition of fuel. The program offers reduced rates on fuel as well as management reports that provide information to assist the department in better managing its fleet resources. There are a number of Fuelman locations throughout the state.

1. Fuelman applications can be found on the Procurement Services website at www.usm.edu/procurement/forms.html. The completed application should be sent to Procurement and Contract Services, Bond Hall 214, Box 5003. Procurement and Contract Services will order the card(s) from Fuelman.
2. All cards will be sent to Procurement and Contract Services then forwarded to the requesting department. The authorized drivers and PIN numbers will be assigned when the card(s) arrives.

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3. Each vehicle should have an individual, unique Fuelman card assigned to it. The use of “spare” cards is discouraged.
4. Fuelman cards should always be secured inside the assigned vehicle in a locked glove box or kept in a secure, locked location in the department office.
5. Authorized drivers will be assigned a unique PIN for use with the Fuelman card(s). Individual PINs should be kept private and separate from the Fuelman card(s) to prevent unauthorized use of the Fuelman card(s).
6. Each Fuelman card will be set with the default transaction limits listed below. Higher transaction limits will be considered on a case-by-case basis if need is determined based on intended use of the vehicle.

Vehicle Type	Fuel Type	Tank Limit	Daily Gallons	Weekly Gallons	Weekly Supplies	Weekly Misc
Sedan & Small Truck	Regular Only	25	50	125	\$50	\$0
Van & Truck	Regular Only	40	80	200	\$50	\$0
Bus	Regular Only	75	150	300	\$50	\$0

7. Weekly invoices should be sent to Accounts Payable along with the original register receipts.
 8. Weekly exception reports will be sent via e-mail to department Fleet Managers. An explanation of all Fuelman exceptions must be submitted to Procurement and Contract Services within one week of receipt of notice. Failure to comply may result in the cancellation of the Fuelman card.
 9. Only regular unleaded gasoline or diesel should be used. No higher-octane gas is to be purchased unless it is determined that these are not appropriate for specific vehicle. If any fuel other than regular unleaded or diesel is used there should be documentation from a reliable third party (vehicle manufacturer, independent testing laboratory, etc) indicating the requirement and this documentation should be placed in the vehicle file.
 10. Department fleet managers are required to notify when employee is terminated so their PIN number can be cancelled.
 11. When a vehicle is disposed of, the department fleet manager is responsible for returning the Fuelman card to Procurement and Contract Services, Bond Hall 214, Box 5003.
- L. Accidents: All drivers and Vehicle Administrators should be aware of the correct steps to follow and the proper forms to complete in the case of an accident or other reportable incident.

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- B. Insurance: Owners should have current proof of insurance in accordance with state law. Losses occurring to a third party while conducting official business with prior approval are subject to protections provided by the Mississippi Tort Claims Act § 46-11-1 et. al.
- C. Expense: University employees that are authorized to travel on official state business in their private automobile will be reimbursed at the same rate based on mileage, as federal employees as determined by the Mississippi Department of Finance and Administration. All other operational and maintenance expenses are the responsibility of the owner.
- D. Safety: If authorized for official use, privately owned vehicles will be operated and maintained in accordance with the safety related policies and procedures established for university owned vehicles.

Section VIII: Replacement/Disposal of University Owned Vehicles

- A. The following guidelines provide minimum re

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Appendix C: Request for Additional Insurance

REQUEST FOR INSURANCE APPROVAL

Insurance Policy Information

Please complete the information below and submit it to Procurement and Contract Services, Bond Hall 214, Box 5003 and it will then be submitted to IHL for approval.

1. Type of Coverage (i.e. property, liability, bond, crime, etc.)
2. Policy coverages, deductibles and amount of limits
3. Name and address of insurance company
4. Insurance company's complete "Best" rating
5. Policy premium
6. Policy coverage dates
7. A statement as to why there is a need requirement to procure the coverage
8. Description of the university asset being covered by the policy
9. Name, email address, and telephone and fax numbers of person to contact if additional information is needed
10. A specimen policy is desired on all significant policies and may at any time be required before IHL can complete the review.
11. Written assurance that the insurance company shall provide a copy of the insurance policy when issued and a Certificate of Coverage mailed to the Office of Insurance & Risk Management, 3825 Ridgewood Road, Suite 816-818, Jackson, MS 39211. The Certificate of Coverage should, at a minimum, contain the effective and expiration

Appendix D: IHL Van Safety Recommendations

Mississippi Institutions of Higher Learning
Safety and Loss Control
Van Safety Recommendations

The question is often asked, "Why are we concerned about 15-passenger vans?" reasons are paramount among others: first is the documented fact that these vehicles have demonstrated a propensity to be involved in roll-over crashes, with a 70% fatality rate. The second reason is the rather precious cargo (human lives) that is typically on board the amount of this cargo. When something second(T1.7(i))-

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Tire pressure, even with the proper tires, must be checked and adjusted to the tire and vehicle specifications. If you have the correct tires, this should be the same for both. Begin by checking the federal certification sticker usually found on the driver's door pillar. This lists the vehicle's gross weight load limits (per axle), required tire type and size, and cold inflation pressure for front and rear tires. Compare this to the tires that are actually on the van. If sub-standard tires are present, they should be replaced prior to their use. Note that the pressures usually differ from front to rear. The front usually about 50 p.s.i. 466 -1.15nil lo...arJ -50.8egin b

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2.2X. Limiting the total number to eight is also a common practice. Removal of one or more rear seats will help facilitate this practice.

8. Vans should be loaded from front to rear.
Fill front seats first to avoid under-steerage problems. All things equal, place heaviest part of load (passengers included) toward the front.
9. Roof racks or other “car-top carriers” should be prohibited.
The risk of roll-over is magnified with the height of cargo.
10. Cargo should be low and secure.
Keeping the center of gravity low will help reduce the risk of roll-over. Tiedown straps, cargo cages, or other restraints should be used to prevent cargo from shifting during transit or from

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Appendix E: Driver Inspection Checklist

Sample Driver's Pre-Trip Inspection Checklist

The following checklist is designed for drivers with little mechanical knowledge or background. Elements included enhance safety and prevent breakdown. This inspection should only take a few minutes for a typical automobile. Completion will increase the likelihood of a successful trip. Unsatisfactory el