



Manual of Policy and Procedures

Title FLEET MANAGEMENT PROGRAM	Number 420	Page 1 of 4
	Date 3/3/06	

INTRODUCTION

Within the Vermont State College (VSC) System each college and entity (referred to as the College or the owner) is responsible for the management and operation of all vehicles owned or leased by them. Each college and entity is responsible for the purchase and lease decision of vehicles within their fleet to maximize economy and efficiency of total operation. In doing so, each college must have practices and procedures in place that ensure safety, regular maintenance, and appropriate use of their vehicles

MISSION STATEMENT

The VSC's fleet of owned and leased vehicles will be clean and well maintained, ensuring availability for official use by VSC designated drivers. To demonstrate the Vermont State Colleges commitment to our environment by reducing the environmental impact of employee travel.

ELIGIBILITY

All drivers of Vermont State Colleges owned and leased vehicles will be certified as VSC Designated Drivers as outlined in the VSC Fleet Safety Policy.

VEHICLE ACQUISITION

Each college within the VSC will have the responsibility of adding to the fleet based on their analyzed needs with the budgetary ability to support these vehicles. The Colleges are encouraged to make use of professional commercial transportation services rather than maintain a fleet, when it is determined to be more cost effective.

New vehicle specifications must take into consideration the most economical type of vehicle available in a particular model year that meets the needs of the college. In addition, the college must consider safety issues and commercial driver's license requirements when selecting vehicles.

As the current vehicles are replaced we will consider acquiring hybrid or alternative fuel vehicles, where practicable.

VEHICLE DISPOSAL

When a vehicle is determined by the Fleet manager to meet the criteria for disposal and the vehicle is not being used as a trade in, a description with all specifications of the vehicle will be distributed to the Fleet managers at all other VSC colleges and separate organizations. These Fleet managers will be given the right of first refusal on a first come first served basis. If the subject vehicle is not traded in on a new vehicle or transferred to another VSC college, the Fleet manager may the dispose of the vehicle outside of the VSC using the method most beneficial to the owner.

VEHICLE REPLACEMENT SCHEDULE

When a vehicle is unsafe and/or uneconomical to operate, and the estimated repair costs exceed fifty percent (50%) of the current bluebook value of the vehicle, the vehicle should be replaced. Replacement goals may be extended if the vehicle is safe and reliable.

FLEET MANAGER RESPONSIBILITIES

Each college will designate a Fleet Manager. Each Fleet Manager will coordinate directly with the college's Dean of Administration in carrying out the functions of this assignment.

Responsibilities of Fleet Managers will include:

- A. Coordination of vehicle purchasing, replacement and disposal
- B. Design, communication, and adherence to college vehicle maintenance plans
- C. Review and approval of vehicle maintenance and repair decisions;
- D. Management of vehicle fuel contract, and acquisition and management of fleet fueling cards when used;
- E. Review reports of inappropriate use of college owned or leased vehicles and take appropriate action in conjunction with the college Dean of Administration;
- F. Assure that a current card showing evidence of insurance coverage is in each fleet vehicle at all times the vehicle is on the road;
- G. Report vehicle accidents to the insurance company, insurance agent and the Chancellor's office and effect vehicle repairs as necessary;
- H. Comply with VSC and college vehicle reporting requirements;
- I. Assure that all vehicle registrations and state inspections are current for each vehicle in the fleet;
- J. Ensure that a preventive maintenance schedule is established and followed for every college owned or leased vehicle ;
- K. Ensure that maintenance and usage records are maintained on all college owned and leased vehicles.

VEHICLE USE

Unless a vehicle is assigned to an individual, the use of college owned and leased vehicles are restricted to official use only. In certain circumstances, unassigned college owned or leased vehicles may be taken to employees homes when approved by the College President or their designee.

Out-of-state travel is permitted provided it is approved by the College President or designee.

Unless specifically authorized in writing by the Chancellor or College President or designee, drivers are not permitted to use unassigned college owned and leased vehicles for commuting purposes.

Possession of illegal drugs and, except with authorization from the College President or designee, possession of firearms and alcohol are strictly prohibited in college owned or leased vehicles. Use of tobacco, alcohol and illegal drugs is also strictly prohibited in a college owned or leased vehicle. No person shall operate a college owned or leased vehicle while under the influence of alcohol or illegal drugs or, where driving under the influence of prescription medication is medically contraindicated, driving under the influence of such prescription medication.

All drivers and passengers must wear seat belts while a vehicle is in operation.

Ignition keys should never be left in unattended vehicles. Vehicles are to be locked and in the parked position or for standard transmissions, with the emergency brake on when not in use.

MOTOR VEHICLE LAWS

All drivers and passengers using a VSC vehicle are required to observe all state laws and motor vehicle regulations. Penalties for any motor vehicle violation received while driving a VSC vehicle must be paid for by the employee. Violations include but are not limited to parking tickets and moving violations.

INSURANCE

An insurance identification card naming the current carrier will be kept in the vehicle.

ASSIGNMENT of VEHICLES

Each college will designate one office or individual to assign vehicle use. This will normally be the Fleet Manager.

TRIP LOG

A trip log must be maintained for all travel in each unassigned college owned or leased vehicle. The log must be turned in monthly to the Fleet Manager by all college owned or leased vehicle drivers. The Fleet manager will also insure that all required Department of Transportation (DOT) logs are maintained. Assigned vehicles will submit reports as directed by the college.

VEHICLE CARE AND MAINTENANCE

It is the responsibility of the Fleet Manager to ensure that all college owned or leased vehicles are kept clean and in good repair.

All college owned and leased vehicles will be serviced regularly. Vehicles will be maintained in accordance with all warranty requirements and/or as stipulated in the Owner's Manual for each vehicle.

VEHICLE REPAIR

All vehicle repairs will be coordinated by the Fleet Manager. Drivers are required to report any and all potential vehicle problems to the Fleet Manager immediately upon discovery. A preventive maintenance program will be established and maintained for each vehicle (see Vehicle Care and Maintenance).

VEHICLE BREAKDOWN

If a college owned or leased vehicle breaks down while being used, the driver should attempt to get the vehicle safely off of the road. The driver should then immediately contact the fleet manager, or during off hours his/her designee to inform them of the situation and seek assistance. Depending on the distance the vehicle is away from the home institution the fleet manager will either replace the vehicle with another institution vehicle or have a rental car provided. It is the responsibility of the fleet manager to have the broken down vehicle towed to the appropriate location.

SPECIAL EQUIPMENT REQUESTS

Special equipment or accessories may not be installed in a college owned or leased vehicle without written approval of the fleet manager.

Signed by: Robert G. Clarke Chancellor
