

2004-2005 Averett University Vehicle Utilization Policy

(Policy Subject to Update as Needed)

- Purpose:** To provide standards for the use, care, and maintenance of all Averett University vehicles.
- Scope:** This policy shall apply to all members of the faculty and staff, and to all students who operate or otherwise assume responsibility for any Averett University vehicles.
- Use:** Vehicles are to be used solely in the conduct of business or authorized activities of Averett University. They shall not be reserved for personal use, or by groups not connected with the university. The Vice President of Administration and Finance or the President of the university must make all exceptions.
- Operation:** Any person driving an Averett University vehicle or picking up vehicle keys **must first be approved by submitting to the vehicle coordinator a valid driver's license issued by one of the United States.** A Department of Motor Vehicles check will be conducted on all prospective drivers. A list of authorized drivers will be kept in the Security Office on the main campus and the Athletic Office at North Campus and will be checked before keys are provided.

Priority list for vehicle use:

- 1) Academic Activities (classroom use/field trips)
- 2) Admissions
- 3) Athletic Department*/Equestrian Department
- 4) Student Development Activities, including recognized campus organizations
- 5) Aviation
- 6) All Others

*(*Athletic teams may use vans only for travel to games or matches. Exceptions may be made for specific situations at the discretion of the Vice President for Administration and Finance.)*

If the following instructions are not followed, keys will not be provided:

- **Request forms for vehicles and the Averett Gas Receipts can be picked up from and returned for approval to Security (103 Danville-for Main Campus vehicles) or the Athletic Office (101 Grant Center for North Campus vehicles) between 8:30 a.m. and 4:00 p.m., Monday through Friday.**
- The vehicle driver must hold and carry a valid driver's license, and must be on the list of authorized drivers kept in the Security Office and the Athletic Office.
- Vehicle keys and the Averett Gas Receipts are obtained by contacting Security at Ext. 5888 (Main Campus) or the Athletic Office at Ext. 5700 (North Campus). On return from each use, keys and the Averett Gas Receipt(s) must be returned to a Security officer on duty (for Main Campus vehicles), or to the Athletic Office or a Security officer on duty (for North Campus vehicles). **If the vehicles are not returned in a timely fashion, a \$25 fine will be assessed to the budget of the sponsoring organization.**
- On return, vehicles are to be parked in the reserved spaces from where they are picked up - in the lower Frith parking lot or at North Campus. **The vehicle**

coordinator will assess a \$25 fine to the budget of the group reserving the vehicle if it is not parked in the reserved spaces.

- Sponsor/Supervisor is responsible for returning vehicles after each use free of trash, articles of clothing, equipment, etc., and ready for use. **If vehicles are not free of debris when returned, a \$25 fine will be assessed to the coach's, faculty member's or sponsor's budget.** An on-campus Security officer or the vehicle coordinator will do a visual inspection when the vehicle is returned so that guilty parties can be properly charged if necessary.
- Sponsor/Supervisor is responsible for returning vehicles with a **FULL** tank of fuel. **A \$25 fine will be assessed to the sponsor's budget if vehicle is not returned with a full tank of gas.**
- Sponsor/Supervisor will report to the vehicle coordinator any deficiency or problem with the vehicle immediately upon return to the campus. The coach, faculty, or sponsor will also report to the vehicle coordinator any accident involving the vehicle or any damage to the vehicle.
- Vehicle drivers will observe all local, state, and/or federal laws regulating the operation and use of motor vehicles. The vehicle driver is solely responsible for the violation of any motor vehicle law and/or any citation or fine for such violation.
- The driver and all passengers **must** wear seat belts at all times when the vehicle is in motion.
- No one shall operate an Averett University vehicle within eight (8) hours of using any alcoholic beverage, controlled substance, or other medicine that would impede driving. This includes medication that has a tendency to make one sleepy or drowsy.
- No Averett University vehicle shall be used to transport alcohol, tobacco or any controlled substance.
- **The vehicle coordinators will restrict the use of a vehicle to anyone who has violated this policy, misused a vehicle, or has been reported as a poor driver.**