

STATE OF WISCONSIN
UNIVERSITY OF WISCONSIN -
PLATTEVILLE
FLEET POLICIES AND PROCEDURES

(Excerpts for Functional Pool & Car Fleet Vehicles)

Authority: Wis. Stats. 16.003(1), 16.535(5) & (6), 20.916(4) & (7).

DEFINITIONS:

AGENCY: State Agencies and University Campuses.

AGENCY FLEET MANAGER: The employee who manages that Agency's vehicle needs. The Agency may own or lease these vehicles. Usually maintains records of overhead, depreciation, and other costs of operation if the vehicles are owned by the Agency.

BUSINESS MILES: Miles driven in a state-owned vehicle by a State employee in the performance of his/her job requirements. These are job and business related miles and are not reimbursed to the State.

DISPATCHER: The Agency employee who reserves and issues pool vehicles, and usually reports mileage, fuel usage, and maintenance figures to the Agency that owns the vehicle.

AGENCY POOL VEHICLES: A vehicle assigned to a unit of an Agency and used as a car fleet vehicle within that unit for business on a trip by trip basis.

PERSONALLY-ASSIGNED VEHICLES: A State vehicle assigned to an individual State officer or employee for business use.

NON-AVAILABILITY SLIPS: Written authorization to use an employee's personal vehicle with "full" mileage reimbursement rate as issued by DOA Central fleet. These are sent to the driver by dispatcher after the date the trip began and must be attached to travel expense report.

NONBUSINESS PERSONAL MILES: Miles driven in a state-owned vehicle that are not business-related and would not be reimbursed on a travel voucher if an employee were driving a personally-owned vehicle.

POLICIES AND PROCEDURES

A. Who Can Use A State Vehicle

1. Only University officers and employees with a valid driver's license and two (2) years driving experience are authorized to drive State vehicles. Exceptions may be made for University students and other agents of the State with a valid driver's license and necessary experience when their action is deemed to be in the best interest of the University, but must be approved by the Agency Risk Management Office.
2. Before being allowed to drive any State vehicle, all drivers of state-owned vehicles will be required to sign a Vehicle Use Agreement and must receive authorization to drive by Risk Management Office. The Vehicle Use Agreement will contain a provision that signifies that the driver has been given a copy of and understands the Car Fleet Policies and Procedures. The Vehicle Use Agreement will also contain a space for

the driver's license number and informs the drivers of his/her obligation to reveal changes in the status of his/her driver's license.

3. All drivers who use state vehicles will have their driving records checked by the Owning-Agency Risk Management Office with the Department of Transportation before drivers are authorized to drive a state-owned vehicle, and annually thereafter. Any negative change in the status of a driver's record may result in the revocation of the privilege of driving a State-Owned vehicle. Whenever a driver of a State vehicle has his/her driver's license revoked, restricted, or suspended, the driver is required to immediately notify his/her supervisor and the Risk Management Office. Drivers who are refused the use of a State vehicle due to his/her unacceptable driving record shall be reimbursed at a rate equal to the "full" business mileage reimbursement rate established for an employee required to use his/her personal vehicle on University business. Drivers who have been denied use of a state vehicle based on an unsatisfactory driving record may request review of such denial by agency risk manager.

4. The use of University Vehicles will be limited to authorized University organizations or activities on **OFFICIAL UNIVERSITY BUSINESS**. Reservations for the use of the vehicles must be made by a faculty/staff member. **There must be a faculty/staff member or advisor present during the trip.** Use by non-recognized university groups will not be allowed.

5. The use of a State vehicle by an employee who is under the influence of alcohol or drugs is **strictly forbidden**. Any such vehicle use will be considered a violation of work rules, and may be grounds for disciplinary action up to and including discharge.

6. For 15 passenger van operation, additional provisions apply. Drivers must have a satisfactory driving records, must be 18 years of age and have two years license driving experience. 15 passenger van drivers must complete a 2 hour training course. University bus drivers must hold a valid Wisconsin Commercial drivers license with a passenger bus endorsement. Car Fleet bus drivers are available to departments.

B. How to Obtain General Car Fleet Driver Authorization

1. The Driver Authorization Form, the Vehicle Use Agreement, and the Car Fleet Policies and Procedures Handbook may be obtained from the Purchasing Office, Room 230, Brigham Hall.

2. Complete Driver Authorization Form, etc. at least seven (7) to ten (10) working days prior to the

scheduled use of vehicles.

3. Driving records will be checked by the Risk Management Coordinator with the Department of Transportation before anyone will be authorized to operate a state-owned vehicle.

4. Drivers with more than six points assessed against their respective driving records may not use a State vehicle unless specific written authorization to do so is granted by the Chancellor, or Assistant Chancellor of Business Affairs.

Unless there are extenuating circumstances which are noted, disapproval will be automatic if any one or any combination of the following is determined to have occurred:

a. Frequency of moving violation and/or accident(s):

1) 2 or more within a 3-year period.

2) 6 or more traffic violation demerit points.

b. Violation within the past 12 months for:

1) Drunken driving.

2) Driving under influence of drugs.

3) Reckless driving.

c. Driver experience is very important. Rejection will be automatic where someone has:

1) Had their reinstated license in effect less than 1 year after a revocation.

2) Had their license less than 2 years.

3) Held license 3 years or less and has had 2 or more violations and/or accidents.

d. Judgment still must be used in accepting or rejecting any specific driver. If extenuating circumstances are involved, be sure to note them on the form in an appropriate manner. However, it is hoped that the above will provide sufficient guidelines to assist in making such determinations.

C. How to Obtain 15 Passenger Van Authorization

1. The following requirements must be satisfied before a driver will be authorized to drive a University 15 passenger van:

a. Be at least 18 years of age.

b. Completion of Driver Authorization procedures for general car fleet.

c. Two (2) or more years of driving experience.

d. Completion of the Van Training Session.

2. The Van Policies and Procedures Handbook and the current schedule of training sessions may be obtained from the Fleet Dispatcher.

3. A training session schedule is set up each Fall and Spring semester. The sessions are announced by memo and in the Intercom. Faculty and staff should assess their needs for the upcoming year, including the summer, and schedule themselves and students accordingly. Students can not sign themselves up. The person or department that they will be driving for must do the scheduling. Please bear in mind item 1(e) above when selecting drivers to train. The session will acquaint the drivers with the vans and will include a behind the wheel road test.

4. If the driver presently holds a valid Wisconsin Commercial Drivers license with a passenger or school bus endorsement, he/she will be exempt from the certification course and will automatically be certified. Please provide the Fleet Dispatcher with a copy of the drivers license. This training does not have any value in obtaining a CDL license.

**NO ONE WILL BE ALLOWED TO OPERATE A 15 PASSENGER VAN WITHOUT
CERTIFICATION!**

D. Car Fleet or Personally-Assigned Vehicles

State vehicles fall into two categories: those designated as car fleet vehicles and those designated as personally-assigned vehicles. Personal assignments of vehicles to individuals may be of any duration when not in conflict with collective bargaining agreements. Vehicles may be reallocated between car fleet and assigned status based on Agency needs. UW-Platteville does not utilize personally assigned vehicles, since we do not satisfy the requirements for personally assigned vehicles.

1. Car Fleet Vehicles

A car fleet vehicle will be tendered for our staff and students who have received their drivers authorization

for all official State business trips when a vehicle is available. Car fleet vehicles are reserved and issued to drivers by the Dispatcher. A record shall be made of each car fleet vehicle trip with beginning and ending mileage recorded (odometer reading).

If a car fleet vehicle is available and the driver elects to use his/her own vehicle, reimbursement for business miles will be at a rate equal to the approximate cost "lower cost" of operating a State vehicle as calculated by the Department of Administration, or the amount negotiated by a Union contract.

If a car fleet vehicle is not available, and the driver obtains a Certificate of Non-availability consistent with the criteria listed below from the Dispatcher, "full" business mileage reimbursement as approved biennially in the Uniform Travel Schedule will be made for that trip. The non-availability slip must be attached to the driver's travel voucher.

2. Non-availability Slip Criteria

Employees must receive a non-availability slip from the Agency car fleet, if headquartered at a site with car fleet vehicles, to receive the full business mileage reimbursement rate for use of his/her own vehicle on State business.

Employees without a personally-assigned vehicle and headquartered at a site without car fleet vehicles will automatically receive the full business mileage reimbursement rate for the use of his/her own vehicle on State business.

3. Waivers and Exceptions

Agencies may also offer an eligible driver the option of using his or her personal vehicle. The driver will be required to sign a waiver for assignment of a state-owned vehicle. By signing a waiver and electing to use his/her personal vehicle, the driver will be reimbursed at a rate equal to the approximate cost of operating State vehicles as established by the Department of Administration, and must agree to use his/her personal vehicle for a minimum of one (1) year.

Exceptions, such as for employees who drive his/her own specially-equipped vehicles, are authorized by the DOA Transportation Director for a period of one (1) year or less. Eligible employees are identified by the Agency head or his/her designee. Full business mileage reimbursement for these miles are made to the driver.

Employees who are permanently disabled only need to obtain a medical statement once during his/her career in State service stating that they are permanently disabled, but must annually renew their request for waiver.

At UW-Platteville a fleet vehicle need not be requested and the employee is allowed to drive his/her own vehicle and receive a "full" mileage reimbursement without receiving a non-availability slip are:

- trips which are less than 75 miles round-trip

- when it involves leaving the vehicle at an airport overnight or longer

- special circumstances which will be explained on a trip's specific basis

E. Permitted and Prohibited Uses of State Vehicles

1. Nonbusiness Mileage: The primary use of a state-owned vehicle shall be for OFFICIAL STATE BUSINESS. Car fleet and functional pool vehicles may not be used for nonbusiness mileage. No part of the trip may involve nonbusiness miles. Incidental use associated with official business away from the headquarters city, travel to and from lodging and meals is allowed, but only when away from an employee's headquarters city. A non-availability slip will be issued only if no vehicles were available. Nonbusiness miles, when authorized, must be reimbursed to the State each month at the rate established by statute plus State sales tax, and in accordance with procedures established by the Owning Agency. Nonbusiness miles, when authorized for special use vehicles, must be reimbursed at a rate consistent with collective bargaining agreements or at a rate consistent with programmatically established standards, whichever is appropriate for the given circumstances. Miles driven to and from home are considered nonbusiness miles unless they clearly contribute to the efficiency of the trip. The consideration given by the driver to the efficiency of the trip should include, but not be limited to, factors such as the most direct routing and the most effective use of the employee's time. Each driver's supervisor is responsible for reviewing mileage records.

2. FAMILY MEMBERS MAY NOT RIDE IN CAR FLEET AND FUNCTIONAL POOL VEHICLES. If an employee wishes to travel with his/her family or a non-state employee, then that employee shall use his/her own vehicle and request reimbursement at the rate equal to the approximate cost "lower rate" of operating a State vehicle as calculated by the Department of Administration. In rare cases, family members or non-state employees may be involved in official State business and may travel in State-owned vehicles. In all other cases, it is prohibited. If a situation arise that is questionable contact the Office of Assistant

Chancellor for Business Affairs. (Appendix B)

3. Mounting of trailer hitches and towing for personal reasons are not permitted. The mounting of vehicle top carriers is not permitted.

Hauling loads with the State vehicle which could structurally damage the vehicle is prohibited. Some examples would be hauling firewood, sod, gravel, dirt, etc.

4. State vehicles are not to be used to tow or push other vehicles. JUMPER CABLES ARE NOT TO BE USED TO START OTHER VEHICLES.

5. State vehicles are to remain on hard-surfaced roads and shall not be driven into fields, pastures, woods, etc.

6. Modifications to State vehicles for personal reasons are not permitted; this includes signs, stickers, antennas, etc.

7. Modifications to State vehicles for operating purposes may be undertaken with the express, written consent of the Owning Fleet Manager.

8. Installation and/or use of any radar-detection device (fuzzbusters) in a State vehicle is prohibited.

9. The use of a State vehicle for personal gain, such as delivering goods or services, or operating private car pools where the riders pay the driver is prohibited.

10. Hitchhikers are not permitted in any State vehicle. Exception: drivers may render assistance to disabled motorists in emergency situations.

11. When leaving a vehicle, turn off engine and remove ignition key. Doors are to be locked.

12. Seat belts must be worn by the driver and all passengers.

13. Speed limits must be strictly observed. Drivers are personally responsible for the cost of all traffic citations and parking tickets.

14. The driver of a State vehicle shall be responsible to assure that the vehicle is returned to the garage area in a clean condition.

F. Service, Maintenance and Driver Responsibilities

1. State vehicles must be serviced and maintained according to factory recommendations, or the maintenance schedule set up by the Owing Agency Fleet Manager.

a. Agency Fleet Managers or Dispatchers are responsible for scheduling service and maintenance on car fleet and functional pool vehicles.

b. Under the direction of the Owing Fleet Manager, drivers are responsible for service and maintenance of personally-assigned vehicles. Warranty work shall be done by Authorized Dealers whenever possible.

2. On-the-road refueling and minor repairs:

a. Unless other service is required, self-service pumps must be used. Before signing credit card slip be sure the following information is on the slip.

1. Price per gallon

2. Number of gallons purchased

3. Total purchase price

4. License number and fleet vehicle number of car assigned

NO GUM, CANDY, ETC. MAY BE PUT ON ANY STATE CREDIT CARD SLIP

b. All service and maintenance work should be charged with State credit cards wherever possible. Where this is not possible, and cash is used, an original receipt must be submitted with a travel voucher to secure reimbursement.

c. It is not necessary to return the vehicle to the garage with the gas tank full. The vehicles are filled daily before being sent out. The difference in gas price between self-service and the bulk purchase by the University is about 15-20 cents per gallon.

3. If a major breakdown occurs on the road (e.g., blown engine, transmission failure, etc.) drivers should contact: Doug Hartz, shop phone no. (608) 342-1166, during regular working hours, or Campus Police (608)342-1584 after regular working hours, weekends, and holidays for assistance and instructions for getting the work done. Drivers are responsible for the vehicle and passengers. The driver must take care of following instructions and providing for the return of passengers and himself/herself should the vehicle become disabled. Any out of pocket expenses related to vehicle repairs or the alternate transportation of passengers will be reimbursed via a travel expense report.

4. Drivers are responsible for immediately reporting all accidents/incidents or damage to his/her vehicle to the Owning Agency Fleet Manager and to the appropriate Risk Management Office, using the forms provided (in the glove compartment of the vehicle), and to the local law enforcement personnel. Even though it takes a few moments, the outside of the vehicle should be checked for damage that may have occurred while parked. See Appendix A for further details.

5. Drivers are personally responsible for the cost of traffic citations and violations, and parking tickets.

G. How to Reserve A State Vehicle

1. Vehicle reservations are made with the Car Fleet Dispatcher at the Physical Plant, phone no. 342-1155. Reservations can be made only by the fiscal agent for a department or his/her designee. Students (graduate or undergraduates) are not eligible to reserve vehicles. Only advisors can make reservations for student organizations and the trip must be for official University business and the student organization must be accompanied by an advisor/faculty member. The following information will be required:

- a. Date vehicle is desired and returning date.
- b. Give earliest possible leave time and latest possible returning time. Be sure to allow for loading and travel time.
- c. Name(s) of authorized driver(s).
- d. Type of vehicle desired, i.e., sedan, wagon, van, bus.
- e. Number of passengers.
- f. Account code to be charged.
- g. Destination.

The Physical Plant will send a vehicle reservation form to the department/section (blue color) and the driver (green color) indicating whether the vehicle request is confirmed or on hold. Specific vehicles will not be confirmed because the car fleet dispatcher needs to retain the flexibility to assign vehicles based on a variety of conditions and mileage requirements. The information should be verified and the dispatcher notified within three (3) days of any inaccuracies. See Appendix C for sample.

2. Keys, mileage card and credit cards may be picked up at the Maintenance and Stores Building between 7:30 am and 4:00 pm Monday through Friday only. Keys and credit cards will not be issued after the times stated above.

3. **VEHICLES CANNOT BE PICKED UP PRIOR TO RESERVED TIME**, however keys, mileage card and credit cards may be picked up one (1) day in advance of trip, if leave time is scheduled before 7:30 am

the day of departure.

4. Vehicles must be returned to the University Garage area after trip. A delay in returning vehicles may cause scheduling and servicing problems for the next scheduled trip and may result in a charge to the reserving department. Do not park fleet vehicles in University lots unless loading/unloading or a special exception has been granted. The vehicles do not have University parking stickers and therefore could be ticketed.

5. Vehicles parked outside must be locked. Do not lock vehicles parked in the University garage. Park your vehicle in the space vacated by the vehicle assigned to you. Do not park them in the upper lot of the maintenance building.

6. Completed mileage cards, keys, credit cards, and charge slips must be deposited in the drop box inside the University Garage when vehicle is returned.

7. Complete the travel report in the vehicle, be sure to do the mechanical check. When a vehicle is returned, if there is mechanical service required, please make those comments on the "Travel Report" form in the vehicle. This report is to be left in the vehicle.

8. The vehicles shall be returned to the garage area in the same condition they were when picked up, i.e. clean and free from trash and litter. There are containers provided in the garage area for trash. Failure to clean up vehicles after trips will result in an additional charge to the reserving department.

APPENDIX A

APPENDIX A

--- IN CASE OF ACCIDENT ---

INSURANCE COVERAGE AND LIMITS

A. The State of Wisconsin is self-insured.

B. Comprehensive and collision is included for all vehicles with a limit of the actual cash value of the vehicle (average trade-in) subject to a \$250 deductible on all losses except glass breakage.

C. Liability coverage follows officers, employees or agents as provided in Wis. Stat. s.895.46.

ACCIDENT - REPORTING PROCEDURE

A. The vehicle furnished to you will have in the glove box or similar type place a VEHICLE INCIDENT KIT, which includes forms and instructions for reporting any accident or incident in which you are involved. Incidents would include minor dents, moldings loose, broken antenna, etc.

B. All accidents involving a State vehicle, no matter how minor it may seem, must be reported **promptly** to the University Insurance Coordinator:

BILL STINDT

ROOM 323 BRIGHAM HALL

OFFICE PHONE NO. 608-342-1174

OR

CAMPUS POLICE

ROOM 108 ROYCE HALL

OFFICE PHONE NO. 608-342-1584

C. If there is any bodily injury to anyone involved in the accident, the driver of the State vehicle must call the **Insurance Coordinator immediately** at one of the above phone numbers.

D. A Vehicle Incident Report Form (AD-86) is to be completed at the scene of the accident by the driver of the State vehicle and returned to the Insurance Coordinator's Office **immediately**. A copy of the Investigating Law Officer's Report is required. If damage is discovered after the fact, i.e. by mechanic when returned to the garage, form MV 4000 must be filled out and returned to the Insurance Coordinators office. The form can be obtained from the dispatcher.

E. A Law Enforcement Officer **must** investigate all accidents. If the property damage exceeds \$200 the driver of the State vehicle is responsible for filing an accident report with the Wisconsin Department of Motor Vehicles (Form MVD-3019 which is available from the Campus Police).

F. If the accident renders the vehicle undriveable contact Doug Hartz, shop phone no. 608-342-1166, during regular working hours, or Campus Police, phone no. 608-342-1584, after regular working hours, weekends, or holidays.

APPENDIX B

APPENDIX B

APPENDIX C

APPENDIX C

This is a sample of the VEHICLE RESERVATION/CHARGEBACK form generated by the car fleet dispatcher. This form is three purpose: a confirmation/hold form; the blue copy is for the department/section and the green copy for the driver: the pink copy will be the chargeback form for billing purposes, which will go to the department charged or a non-availability slip for the driver if no vehicle available.

Please check with your department chairman or department secretary for the procedures followed within your department for vehicle reservations. Some departments have designated a certain person to make all vehicle requests, others let the driver make their own reservations.

Please have the information marked with an * ready to give the dispatcher when making a reservation.

VEHPOL 10-97

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