

POTT COLLEGE OF SCIENCE,
ENGINEERING, AND EDUCATION

Vehicle Policy

Table of Contents

Purpose.....	1
Reservations.....	1
Information Needed for Request.....	1
Approved Trips.....	2
Trip Priority.....	3
Vehicle Sign Out/Sign In.....	4
Vehicle Chargeback.....	4
Driver Qualifications.....	4
Vehicle Operation.....	5
Trailerling.....	6
Cart Operation.....	6

Purpose

The purpose of the Pott College Vehicle Policy is to ensure the safe operation of the vehicles used in accomplishing the Pott College mission. The Policy will also delineate procedures for reserving and maintaining the Pott College fleet. This policy is intended to supplement existing University of Southern Indiana Policies on fleet operations, field trips, and travel. In the event of conflicting information, the more restrictive requirements should be met. Individual departments within the Pott College may supplement this document with their own policies that are more restrictive. This policy applies to all operations with the Pott College vehicles, even if driven by University employees who are not part of the college. Failure to adhere to this policy could result in loss of driving privileges with the vehicles.

Currently, the Pott College have one SWISTEM truck, one Suburban, one college minivan, one Engineering minivan, one Geology and Physics minivan, two golf carts, a large box truck and one Kawasaki Mule. We also have an F150 pickup truck and a 22ft. enclosed trailer. Each vehicle may be reserved using the Vehicle reservation form <https://www.usi.edu/science/faculty/pott-college-vehicle-use/>. The Suburban seats 8, the pickup seats 3, each minivan seats 8, the golf carts seat up to 3. The SWISTEM truck, and the Sport and Kinesiology Mule **are not** available for sign-out.

Reservations

Reservation requests will be made through the *Vehicle Reservation Webpage*:

University of Southern Indiana
POTT COLLEGE OF SCIENCE, ENGINEERING, AND EDUCATION

Dean's Office
Vehicle Request Form

Please fill out the information below.
Once your request has been reviewed, you will receive confirmation via email.
(This site will guarantee a vehicle reservation unless you have received notification.)

Requested Vehicle:

Driver Name:

Driver License #:

Department:

Account Number:

Alternate Driver Name:

Alternate Driver License #:

Vehicle Pickup Date & Time:

Vehicle Dropoff Date & Time:

Trip Destination:

Will you be using?:

Date of Trip:

Have you Reviewed Department Chair Approval:

Date Available:

Office Number:

Mobile Number:

Emergency Contact Name:

Emergency Contact Number:

Have you received a Travel Authorization for this trip?:

Please do any previous details concerning your trip:

CLERK RESERVATION NUMBER

Information Needed for Request

Before your request for a vehicle is approved, you must provide the following details:

- Driver name and driver license number
- Department
- Department account number or grant account number
- Alternate driver name and driver license number
- Purpose of trip
- Department Chair Approval
- Those attending (student/faculty)
- Contact information (phone numbers and email)
- Emergency contact information (for extended trips)
- Travel authorization on file
- Whether or not a trailer will be pulled
- Additional Trip details

Trip information will be logged within a Vehicle Reservation Invitation (sent through Outlook) and documented on our vehicle calendar (To view the calendar: in Outlook, go to Folder List/All Public Folders/Pott College/Vehicles). The department chair must approve of all vehicle sign-outs. Keys to the Pott College vehicles will only be issued to and reserved by USI faculty/staff. Students may not reserve the vehicles or pick up the keys. It is expected that club advisors will make reservations, pick up/return keys, and accompany students for any club events that the vehicles will be used for.

Normally, reservations must be made at least 24 hours prior to the requested day/time of use. Vehicles may be requested up to one semester in advance. Reservations for Spring semester can be made in the Fall. Reservations for the Summer can be made in the Spring. Reservations for Fall can be made in the Summer. A separate request must be made for each instance. Blanket requests (example: “We want the Suburban every weekend for the Fall semester”) will not be processed.

It is important to note that the vehicle request form is not a substitute for travel authorizations or field trip notifications. Those forms must still be filled out when appropriate. If you are filling out a travel authorization and plan to use one of the Pott College vehicles, ensure that you indicate this in the comments section of the authorization.

Approved Trips

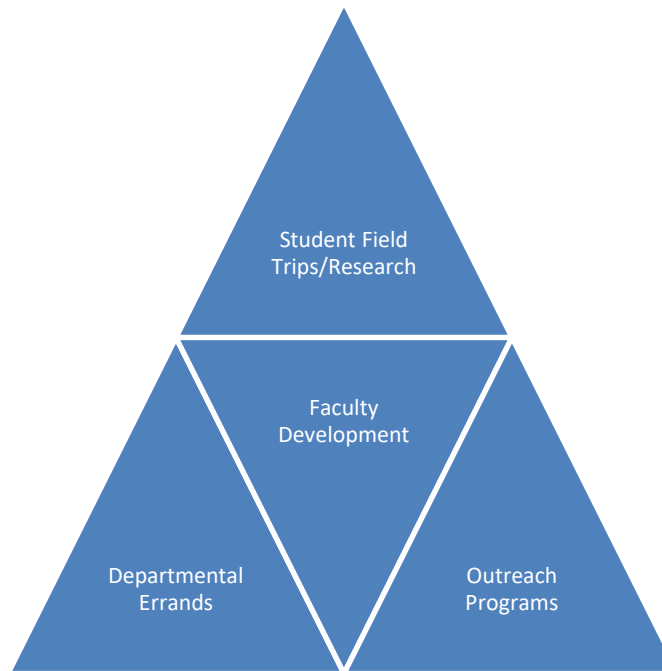
Vehicles may be requested for:

- Student Field trips
- Research
- Faculty development, i.e., conferences, seminars
- Picking up supplies

Usage for supply runs will normally be limited to once per week per borrower. Please plan accordingly.

Trip Priority

Trips will be approved based on priority when there are multiple requests for the same period of time. The following pyramid displays priority usage:



Student field trips and research precede faculty development such as conferences and seminars; likewise, faculty development will precede outreach and departmental errands. Approval may be conditional—special requests can be made based on student involvement. Trips that require trailering capability will take precedence over those that do not require trailering capability. Since the pickup truck and minivan were purchased using Engineering department funds, the Engineering department will have priority usage of that vehicle. The same applies to the Geology and Physics minivan.

The College office will normally approve vehicle requests as they are received, if there are no conflicts with other trips and the request meets the College guidelines. These requests may be cancelled if a higher priority request is received. Users will be notified if their request is cancelled. Normally, requests will not be cancelled once a trip is within 2 weeks of departure.

Vehicle Sign Out/Sign In

The keys to the Suburban and to the golf carts will be in the Pott College office. The keys to the pickup truck will be located in the Advanced Engineering Center office. The keys to the Geology and Physics minivan will be located in the Chemistry Department. The keys to the Engineering minivan will be located in the Engineering Department. Normal business hours are 8:00AM until 4:30PM, if you cannot pick up the keys during these times, it is your responsibility to make other arrangements. When the keys are picked up, the driver will be given a sign out sheet that indicates the approximate location of the vehicle. The Suburban will normally be parked in one of the parking lots near the Pott College office. The golf carts are parked outside the Education Center main doors near the Pott College office. The pickup truck will be parked in the parking lot by the Applied Engineering Center. Upon arriving at the vehicle, the operator should inspect the vehicle. **If the vehicle is damaged, the operator should call the Pott College office immediately at 812/464-1977.**

Operators will be given a Pott College vehicle mileage usage form when they are issued the keys. Please fill out the form in its entirety prior to return of the vehicle.

Remember to note:

- Date
- Time
- The beginning mileage before driving away
- The ending mileage upon return

When returning from the trip, drivers should ensure they leave at least one quarter of a tank of gas in the vehicle (a credit card is provided for gas purchases and located in the key packet). Remove trash/personal belongings from the vehicle prior to vehicle turn-in and wash the vehicle if it is muddy. Return the keys to the Dean's/ Department office as soon as possible during normal business hours. If the trip will be returning after normal business hours, check with the College/Department office to make arrangements for key return for any early morning trips that may depart the next day.

Vehicle Chargeback

Although the vehicles were purchased using Pott College and Engineering funds, individual departments are responsible for funding vehicle operations. In order to develop an appropriate model for chargebacks, for the first year of operations departments will be charged the University of Southern Indiana per mile rate for the Suburban and the Pickup. This is currently \$0.44 per mile. There will be no charge for the golf carts during the first year of operation while we accrue data on operating costs.

Driver Qualifications

All drivers of Pott College vehicles must hold a valid United States driver's license. Drivers must read, sign, and comply with the University of Southern Indiana Fleet Safety Policy. A copy of the signed policy with a copy of the users driver's license must be provided to the Pott College prior to issuance of keys, please plan ahead and fill your paperwork out early the first time you will use one

of the Pott College vehicles. If you will have multiple drivers, ensure that each driver submits the paperwork. If you are renting vehicles through the University, you will also need to maintain these documents with the Risk Management office. All drivers must also watch the USI defensive driving video; this is available online and at the Pott College office. Although the video is geared primarily towards the operation of large vans, the Suburban, truck and minivans have similar handling characteristics and are larger vehicles than most people drive on a daily basis.

In most cases, it is expected that Pott College faculty or staff will be operating the vehicles. For those instances where students will drive (longer trips, multiple vehicles), it is expected that faculty/staff will choose the more experienced student drivers (21 years of age and older) to operate the Pott College vehicles.

Vehicle Operation

It is critical that all Pott College vehicles be operated safely and maintained appropriately. In addition to the University Fleet Safety Policy and traffic laws, the following rules apply to the Pott College vehicles:

- Vehicle operators who are given more than one moving violation while operating University vehicles will normally be prohibited from using the Pott College vehicles for a period of one year.
- Alcohol will not be consumed or transported in Pott College vehicles.
- Smoking is prohibited in Pott College vehicles.
- Vehicle operators are responsible for returning vehicles in clean condition. All trash must be removed from the passenger compartment. Spills must be cleaned up. Excessive mud and dirt must be cleaned off the exterior of the vehicle.
- Vehicles will not be driven to personal residences, either on errands or for parking overnight.
- Vehicles must not be used for personal errands or business.
- Vehicle operators should fill the gas tank if they will return the vehicle with less than one quarter tank of gas.
- Vehicles may only be used off of prepared road surfaces to the extent necessary for mission accomplishment. An example of authorized off road use would be the towing of the core sampling rig to an appropriate operational location.

Long trips

Special care must be taken when traveling long distances. The following rules serve as guidelines for longer trips.

- On any trip with one or more passengers, one passenger should always be acting as the vehicle navigator. The vehicle navigator is not only responsible for providing directions, but also for helping to keep the driver awake and attentive. The navigator should not be sleeping while the vehicle is in motion.

- Any trip (or trip segment) exceeding six hours must include at least one fifteen-minute rest stop.
- Any trip (or trip segment) exceeding ten hours must include at least one thirty-minute (or more) stop in addition to the 15-minute rest stop.
- It is recommended, whenever possible, multiple authorized drivers be utilized for trips that exceed six hours, to avoid driver fatigue. In any case, no driver shall drive more than twelve hours during any 24-hour period. Driving time is inclusive of rest stops.

Trailer

Both the Suburban and the pickup truck are capable of towing trailers. All drivers who will be towing trailers must view the Pott College trailer safety video. Faculty/Staff/Students who will be trailering should have experience trailering before towing with the Pott College vehicles. There will be no more than three occupants in a Pott College vehicle when a trailer is being pulled. The purpose of this limitation is to limit the risk that is inherent in towing operations. The following four trailers are approved for towing behind the Pott College vehicles, any additional trailers must be pre-approved by the college office before towing:

- Geology core-sampling rig
- Geology boat
- Engineering mini-Baja trailer
- Engineering enclosed trailer

Users must ensure that trailers do not exceed the maximum trailering capacity of the vehicle. Ensure that the proper sized ball is used on the trailer hitch and that safety chains are used. Loads should be balanced and tie-down straps used. Trailer lights and brakes (if applicable) must be hooked up and tested prior to towing. An outside observer **must** be used anytime a trailer is backed. The driver must have verbal and visual contact with the outside observer.

Cart Operation

The purpose of the golf carts is to support Pott College events and business that occurs on campus. Normally, the golf carts will not be removed from campus. The following rules apply to golf cart operations:

- Cart operators must complete the fleet safety policy form and supply a photocopy of their driver's license to the Pott College office as well as complete the Risk Management driver safety requirements <https://www.usi.edu/riskmanagement/vehicle-safety-policy-and-driver-authorization/>.
- Carts must not be operated by anyone under the influence of any substance including alcohol, illegal drugs, and/or medications that may cause impairment.
- The number of passengers in a Cart must not exceed the Cart's seating capacity. If seat belts are installed, they must be used while the Cart is in motion. Passengers may not be carried in the cargo areas of the carts or Mule.

- Carts should be operated on sidewalks, plazas, and bike paths only when necessary. The speed limit for Carts in these locations is 5 mph. When moving through congested areas, speed should not be faster than pedestrians walking in the same area. Extreme caution must be exercised at blind corners and in areas of crossing pedestrian and bicycle traffic.
- Cart operators should pay particular attention to vehicular traffic, and must comply with posted speed limits, stop signs, and other traffic control regulations. When crossing intersections, Cart operators should take extra care to ensure they are seen by other drivers and pedestrians before proceeding.
- The carts have governors installed to limit their speed. These governors must not be disabled by those who drive them. Overriding the governors poses a safety risk and voids the powertrain warranty on the carts.
- It is important to note that the golf carts do not have brake lights nor turn signals. Hand signals should be used when operating the carts on the roads of the USI campus. Hand signals are shown in the diagram below.
- Carts have been a high-theft item on the University of Southern Indiana campus. The anti-theft brake-steering wheel interlock should be installed when carts are unattended (see photo below). Ensure that the parking brake is set before installing the interlock. On the Mule, dual wheel boots are used instead of a brake-steering wheel interlock.
- Carts may not be parked where they block regular traffic paths, building exits, fire department connections, wheelchair ramps or curb cuts, or any other location that may present a hazard.



Proper handand signals.



Anti-theft brake-steering wheel lock.