

Vehicle Use Guideline

Updated August of 2014

- I. Requirements for PSC staff (including Graduate Assistants) to use a State Vehicle:
 - A. A valid driver's license
 - B. Successful completion of PSC's Defensive Driving Course
 - C. A completed Vehicle Reservation form
 1. The form can be found at www.psc.edu under "faculty and staff", "forms", "Campus Services", "Vehicle Reservation form"
 - D. An approved SAP Workflow Travel Request
 1. The form is accessed on Firefly
 2. The approved request must be forwarded to Campus Services
 3. For those who do not have access to Firefly, an approved "Absence Request Form" must be forwarded to Campus Services
 - a. The form can be found at www.psc.edu under "faculty and staff", "forms", "Business Office", "Absence Request Form"
- II. Requirements for a student to drive a State Vehicle:
 - A. A valid driver's license
 - B. Successful completion of PSC's Defensive Driving Course
 - C. A Vehicle Reservation form completed by the PSC staff person sponsoring the student that lists the student as the driver
 - D. An approved SAP Workflow Travel Request or "Absence Request Form"
 - E. A PSC staff member (including Graduate Assistants) in the car with the student driver, or a state employee leading a caravan of vehicles to a college-sponsored activity and the student is driving a state vehicle in that caravan.
 1. Special permission is required by the area VP and VPAF for students to drive a state vehicle unaccompanied by a PSC staff member and not in caravan.
- III. Key pick-up and return
 - A. Key may be picked up the workday prior to the day the vehicle is needed,
 - B. Return the key to the Campus Services office or the key drop box on the west end of the Campus Services building immediately after the trip is finished.
- IV. Taking a State vehicle home
 - A. The President of the College may, when it is in the state's best interest, authorize certain employees to retain possession of state-owned vehicles during nonworking hours and weekends. Prior written approval by the VP of Administration and Finance and the TSB Administrator is required.
 - B. Contact the Vehicle Coordinator in Campus Services before seeking approval.
- V. Pre-trip Vehicle Inspection
 - A. Driver should look for the following:
 1. Tires that look abnormally low
 2. Broken lights
 3. Dents and scrapes
 4. Other damage or items that constitute a potential safety hazard
 - B. Notify Campus Services office of concerns during normal working hours
 - C. After hours, call Security (402-872-2411), who will contact the Maintenance Supervisor

- VI. State Vehicle Notebook and Voyager Card
 - A. Ensure there is a Voyager Card and a State Vehicle Notebook in your vehicle.
 - B. The Notebook contains the following Sections:
 - 1. This Vehicle Use Guideline
 - 2. **Do's and Don'ts of Refueling State Vehicles**
 - 3. Merchants Who Accept Voyager Cards
 - 4. Locations in Nebraska that Accept Voyager Cards
 - 5. **How to Use the Voyager Card**
 - 6. Instructions if the Vehicle Has Mechanical Problems & Vehicle Problem Report Form
 - 7. Instructions in Case of Accident
 - 8. **Proof of Insurance** and Driver's Motor Vehicle Accident Report - DR Form 41
- VII. Official Travel Log
 - A. Located on a separate clip board in the vehicle with extra sheets located behind Section 8 in the State Vehicle Notebook.
 - B. The State requires the following be logged every trip:
 - 1. Date of travel (if a trip extends over more than one day, a separate entry should be recorded for each day of travel)
 - 2. Odometer reading at the start of the day
 - 3. Odometer reading at the finish of the day
 - 4. The total miles traveled during the day
 - 5. Start time of driving
 - 6. Finish time of driving
 - 7. From where the trip originates
 - 8. To where official business requires the vehicle be driven
 - 9. The purpose of the trip
 - 10. A legible signature by the driver
- VIII. Vehicle Return
 - A. There are two designated return parking slots by the gas pump located at the Campus Services Building on 5th Street. Please park your vehicle there upon return. If those slots are full, park it in the State vehicle lot where you picked it up and let Campus Services know where you parked it.
 - B. Post trip inspection
 - 1. Report any problems to Campus Services via the form found in Section 6 of the Vehicle Notebook. Include:
 - a. Any computerized maintenance message
 - b. Tires that look abnormally low
 - c. Broken lights
 - d. New dents and scrapes
 - e. Other damage or items that constitute a potential safety hazard
 - C. Car Cleanliness
 - 1. Ensure all trash is removed from the car and clean up anything beyond normal wear (the dust or dirt that might get onto the floor mats).
 - 2. If caked mud, trash, spilled drinks, or food crumbs are left in the car, Campus Services will clean it & charge the responsible department \$25.
 - 3. Campus services will vacuum and wash the cars periodically to maintain cleanliness.