

Vehicle Use Guidelines

Updated June 2016

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.peru.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.peru.edu under "faculty and staff", "forms", "Accounting 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 and binder pick-up and return

- A. Key and binder may be picked up the workday prior to the day the vehicle is needed if noted by the vehicle confirmation e-mail.
- B. Return the binder, with the key and voyager card inside, to the book drop located by the gas pump.

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 and fill out inspection log accordingly:
 - 1. Tires that look abnormally low
 - 2. Broken lights

3. Dents and scrapes
 4. Cracked or broken glass
 5. Other damage or items that constitute a potential safety hazard
- B. Notify Campus Services office of concerns during normal working hours (402-872-2257)
- C. After hours, call Security (402-872-2411), who will contact the Vehicle Coordinator

VI. State Vehicle Binder and Voyager Card

- A. Ensure there is a Voyager Card in the binder for the vehicle before leaving campus.
- B. The Binder contains the following Sections:
1. Pre/Post Inspection Checklist
 2. Office Travel Logs
 3. This Vehicle Use Guideline
 4. **Do's and Don'ts of Refueling State Vehicles**
 5. Merchants Who Accept Voyager Cards
 6. Locations in Nebraska that Accept Voyager Cards
 7. **How to Use the Voyager Card & If Voyager Card does not work**
 8. Instructions if the Vehicle Has Mechanical Problems & Vehicle Problem Report Form
 9. Instructions in Case of an Accident
 10. **Proof of Insurance** and Driver's Motor Vehicle Accident Report - DR Form 41

VII. Official Travel Log

- A. 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 four designated return parking slots by the gas pump located at the Campus Services Building on 5th Street. Please park your vehicle there upon return.
- B. Post trip inspection
1. Driver should look for the following and fill out inspection log accordingly
 - a. Any computerized maintenance message
 - b. Tires that look abnormally low
 - c. Broken lights
 - d. New dents and scrapes
 - e. Any interior damage
 - f. Cracked or broken glass

- g. Other damage or items that constitute a potential safety hazard
 - h. Report any problems to Campus Services via the form found in Section 6 of the Vehicle Binder.
 - i. **All problems need to be reported to Campus Services immediately, so the damage can be documented and properly fixed.**
 - j. Any vehicle damaged that is sustained due to driver or passenger negligence could result in suspension of State Vehicle use or a fine.
- 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.

IX. State Of Nebraska Vehicle Usage Rules and Regulations

- A. **EXPECTATIONS OF DRIVERS** - Drivers of state-owned vehicles must observe all traffic rules and regulations and are expected to employ defensive driving techniques and to represent the state in a positive and professional manner
- A. **PERSONAL USE OF STATE VEHICLE** - Personal use of state-owned vehicles is prohibited and can result in dismissal. (§81-1024).
81-1024. Personal use prohibited; penalty. No officer or employee of the State of Nebraska shall use any motor vehicle owned by the State of Nebraska for any personal use whatsoever. Any officer or employee who violates any of the provisions of this section shall be deemed guilty of a Class V misdemeanor, and in addition thereto the officer or employee shall be deemed guilty of official misconduct in office for palpable omission of duty, and upon conviction thereof the court shall have the power to add to the judgment that any officer or employee so convicted shall be removed from office or employment.
- B. **TRAFFIC VIOLATIONS** - It is the responsibility of drivers of state-owned vehicles to promptly pay all traffic violations unless the violation is being contested. Moving violations are to be reported by the driver operating a state-owned vehicle, to his or her agency head, in writing, within three (3) working days of receiving a citation. If a violation is contested, the employee is required to inform the TSB Administrator
- C. **REPEATED OFFENSES** - Repeated offenses of traffic laws and these policies and procedures while operating a TSB vehicle may result in employee counseling, repeating completion of the defensive driving course, suspension of driving privileges and possible dismissal from employment. Procedures for employee disciplinary matters will be completed in accordance with the Rules and Regulations of the Administrative Services, State Personnel Division (see *Misuse of State Vehicle*)
- D. **SEAT BELT USAGE** - All agencies, boards, commissions and bureaus are required to have adopted a policy requiring use of seat belts and other safety restraint

devices available in the vehicle when the vehicles are used for official state business. Use of seat belts and safety restraint devices is required by both the operators and passengers in the state-owned or personal vehicle.

1. The operator or driver is responsible for requesting that seat belts or other available safety restraint devices be used by the passengers.
2. Failure to use seat belts and safety restraint devices is considered to be a misuse of the vehicle and will result in disciplinary action. (see *Misuse of State Vehicle*)

- E. **CELLULAR PHONE USAGE** – TSB strongly recommends operators of state vehicles avoid the use of cellular phones while driving. Drivers of state vehicles should not be involved in any activity that may divert their attention away from the safe operation of the vehicle, (i.e. texting, reading, laptop use, etc.).
- F. **PORTABLE RADAR DETECTOR USAGE** - Every agency of state government has been directed to develop and implement a policy, which ensure that state employees within their jurisdiction shall not use portable radar detectors while operating state-owned motor vehicles. (Appendix D, Executive Order 90-02).
- G. **HEADPHONE USAGE** - Every agency of state government has been directed to develop and implement a policy, which ensures that state employees within their jurisdiction shall not wear portable radio headphones while operating state-owned motor vehicles. (Appendix D, Executive Order 90-02)
- H. **SMOKING/TOBACCO USAGE** - Smoking, or the use of any tobacco product, is prohibited in all state-owned vehicles. Failure to comply will be considered to be a misuse of the vehicle and will result in disciplinary action (see *Misuse of State Vehicle*)
- I. **LOCKING VEHICLE** - Drivers are responsible for the vehicle dispatched (rental, loaner or permanent assignment) to them. Vehicles should be locked when left unattended. Valuable items should be secured in the trunk whenever possible.
- J. **MISUSE OF STATE VEHICLE** – **If investigation results determine that misuse of a state-owned vehicle has taken place, disciplinary proceedings against the employee, as provided in this section of these policies and procedures and in accordance with the Rules and Regulations of the Administrative Services, State Personnel Division, may commence. The State of Nebraska Identification Card, authorized by TSB, may be revoked for violations by state employees or others authorized to drive TSB vehicles.**