

Policy Subject:	Fleet Management Policy				
Responsible Office and Applicability:	Oxford College, All Employees	Adopted:	10/31/17	Reviewed:	To be Determined
Responsible Executive:	Senior Associate Dean, Finance and Operations	Revised:	No Revisions to Date		
Policy Type:	Administrative	Policy Contact:	To be Determined		

Policy Overview

This policy provides information governing the administrative policies and procedures for the operation, maintenance and disposal of Oxford College owned vehicles as mandated by Emory University. This policy has been set forth to promote the safe, legal, and responsible use of vehicles owned or operated for the benefit of the College.

For the purposes of this policy, the mandate shall apply to any and all vehicles owned by or used for the benefit of Oxford College that are licensed for travel on public roads and registered for official college use. This includes all vehicles regardless of funding source or method of acquisition.

Fleet Management Program Authority

- A. Office of Finance and Administration: The Office of Finance and Administration will administer the College’s fleet program, maintain a list of all vehicle administrators and provide training as necessary. The Office of Finance and Administration will also maintain the Fleet Management Policy and subsequent procedures.
- B. Department: Individual departments that have vehicles listed on their inventory are responsible for their assignment and use in compliance with all policies and procedures. The department carries the fiscal responsibility for the proper maintenance and upkeep for any and all vehicles listed on their inventory. The department will be responsible for assigning vehicle administrators.
- C. Vehicle Administrator: For each vehicle assigned, the department must assign a vehicle administrator by providing name and contact information to be kept on file with the Office of Finance and Administration. All daily vehicle operational functions are the responsibility of the department which operates the College owned vehicle. The vehicle administrator will adhere to the following functions:
 - a. Assure vehicle(s) receives appropriate service and in general, is maintained in a safe operating condition;
 - b. Monitors assignment of vehicles, usage and in general assures compliance with the policies set forth;
 - c. Maintain the department Authorized Driver List and ensures each driver has a current, signed **Vehicle Use Agreement**;
 - d. Ensures the appropriate appearance of the vehicle(s).

Vehicle Use Policy

The following are guidelines that should govern the use of any College owned vehicle:

- i. Oxford College owned motor vehicles are authorized for use in the performance of all travel or tasks that are within the scope and course of the employee's duties and are necessary to accomplish official college business. College owned vehicles **must** be driven only by College employees, students, and other authorized individuals, and used for Oxford College business only.
 - a. Official college business is defined as the performance of tasks to further the mission that the department responsible for the vehicle is charged with providing to its customers and college community.
 - b. The phrase, "within the scope and course of the employee's duties" is defined strictly to the job – related functions of the vehicle administrator. Any vehicular activity deemed as non – job related functions would be considered "outside the scope and course of the employee's duties" and therefore, in addition to being a violation of Oxford College policy, the vehicle administrator may have some personal liability.
- ii. Vehicle administrators of college owned vehicles are required to abide by all applicable federal, state and local laws, policies and all procedures as set forth in this policy and subsequent procedures.
 - a. All traffic and parking laws are obeyed. Posted speed limits are not to be exceeded nor is the vehicle to be operated above safe driving speeds for road conditions;
 - b. Vehicle administrators will be expected to report and pay for any parking violations, moving violations, violations resulting in a threat to life, violations resulting in collision, etc. Vehicle administrators receiving citations for any vehicle related to violations are personally responsible for all fines and costs.
- iii. Only authorized passengers are permitted to accompany authorized employees in college owned vehicles; transporting non – college individuals as passengers is **strictly** prohibited.
- iv. Cellphone use is **strictly** prohibited while operating the vehicle. Hands – free equipment is required.
- v. Tobacco use is **strictly** prohibited in all College owned vehicles.
- vi. Firearms are **strictly** prohibited in College owned vehicles unless they are required for the performance of the official job duties necessitating the travel.
- vii. Animals are **strictly** prohibited in College owned vehicles unless they are required for the performance of the official job duties necessitating the travel.
- viii. Cargo must be secured to prevent items from moving about in the vehicle or being thrown out onto the roadway.

- ix. College owned vehicles affect the College's image and so does the operation of said vehicles. The public expects safe and courteous drivers in the vehicles provided. Unsafe or aggressive driving can create negative public impressions and result in bodily injury, death or property damage. Failure to comply with the following may result in disciplinary action.
- x. Drivers are **strictly** prohibited from the operation of a motor vehicle while mentally or physically impaired.

Misuse of Oxford College Owned Vehicles

College owned vehicles are visible to the public and their use are highly scrutinized. Thus, poor driving manners and inappropriate use reflect on all Oxford College members. Vehicle administrators should exercise prudence and courtesy. If misuse has occurred it is the responsibility of the vehicle administrator to bring the issue to the department head. The department head **must** report all instances to the Office of Finance and Administration.

The neglect or misuse of any College owned vehicle shall constitute grounds for disciplinary action as well as forfeiture of the ability to operate a College owned vehicle.