



UNG | UNIVERSITY of
NORTH GEORGIA™

UNG Vehicle ID# 553-17329

Center for Global Engagement

Vehicle (Van) Policy and Procedure

Version 1
Effective Date
27 November 2018

POLICY DOCUMENT

FOR: Center for Global Engagement (CGE) Staff and Vehicle Users

SUBJECT: Center for Global Engagement Vehicle (Van) Usage Policy and Procedure

1. Purpose: This document applies to all UNG employees and outlines the policy and procedures for use of the CGE 12 Passenger Van.
2. References:
 - a. Georgia Department of Administrative Services (DOAS) Policy
 - b. University System of Georgia (USG) Motor Vehicle Use Policy
 - c. UNG Vehicle Training and Compliance – Vehicle Training Course
3. Mandatory Requirements for use of CGE van.
 - a. The CGE Van MAY NOT BE USED for **personal** reasons.
 - b. Only University of North Georgia (UNG) employees with a valid Georgia driver's license who are at least twenty-one (21) years of age are permitted to operate the CGE van. **No student drivers allowed.**
 - c. All drivers must have completed the USG online driver safety-training course on the UNG Risk Management Website and completed the following form;
 - 1) Drivers Acknowledgement Form
 - d. All drivers must prove they have a valid and current certificate before driving. The driving certificate is only good for one year from the last test.
 - e. All drivers must have a valid fuel PIN ID number assigned by UNG Materials Management Department.
 - f. All drivers must obey all state, local, and UNG driving laws and regulations.
 - g. All drivers review the CGE Van Usage Policy and Procedure prior to driving the CGE van.
4. Vehicle Reservation Process
 - a. The CGE van is reserved on a first come first served basis. The Center for Global Engagement (CGE) maintains a 12-passenger van for use by staff and recognized UNG employees for official use only.
 - b. Priority usage of the CGE van is reserved for CGE related functions including, but not limited to; International Student and Scholar airport pickup/ drop-off, International Student Wal Mart trips, International Delegation Visits, International Student Cultural Excursions, and/or any international office related requirement. Secondly, the CGE van may be used for travel to and from professional development forums, conferences, and local meetings.
 - 1) Trip Distance. If a scheduled **round** trip will be over 750 miles, alternate transportation is encouraged. For trips over 1,000 miles, alternative transportation will need to be utilized, e.g. flight accommodations.

- c. Reservation of CGE van. Those CGE staff and UNG employees who wish to use the CGE van must submit a CGE Van Request Form at least 72 hours from use of the van to the van manager. The current CGE Van Manager is Sherry Boatfield at email sherry.boatfield@ung.edu The email should include the form and requested pick up time for key.
- d. Reservation Calendar. The CGE van manager will coordinate and maintain a van reservation calendar.

5. Vehicle (Van) Dispatching Procedures.

a. Prior to Operation.

1) Van Keys.

a) The van key(s) will be maintained in the Van Dispatch Folder located in the CGE Main Office Room 218, in Price Memorial. Keys to the van may be picked up during normal working hours Monday through Friday. If the vehicle needs to be picked up after working hours, the requesting party must obtain keys on the working day prior to the date required.

b) The CGE van manager will have each driver sign for responsibility of the vehicle when in use. The van user is responsible for the following:

- Performing a preventative maintenance check of the vehicle prior to driving to identify any major issues with the vehicle, including;
 - outside body check –identification of dents and scrapes
 - low tire pressure
 - working lights –front and rear
 - working turn signals
 - working horn
 - no broken windows or windshield
 - engine –identify major noises, fan belts, steering, etc ...
 - inside vehicle –identify there are no active warning lights on the instrument panel
 - check that the fuel tank is full
 - confirm that the fuel card is present and not broken

c) Reporting of issues with the CGE van. Driver's who identify any faults with the CGE van, please record discrepancies on the Van Daily Log Sheet (see enclosure 1 -Van Daily Log Sheet.) Additionally, the van user will call the van manager to ensure he/she understands there is a fault with the vehicle. The Van Manager's contact number is listed on the Daily Log Sheet. In the event of a major fault (broken windshield, noises within the engine, etc....) the vehicle will be grounded until the UNG maintenance team can fix the problem.

- b. During Operation
- 1) All drivers using the CGE van will operate in accordance to the USG and UNG Policy and Procedure.
 - 2) Restrictions for use of the CGE van.
 - a) No unauthorized riders are allowed in Georgia State Vehicles. This includes family members that are not employees on official business. Exceptions for family members must be approved by the Associate Vice President for International Programs.
 - b) No alcoholic beverages allowed in the vehicle.
 - c) No tobacco use allowed in the vehicle.
 - d) No animals allowed in the vehicle (except service animals).
 - e) No firearms, ammunition or explosives will be transported in the CGE van.
 - 3) Accident Procedures (see enclosure 2 – Vehicle Accident Procedures and Reporting)
 - a) Driver
 - The driver must immediately report any vehicle accident to the local law enforcement/911 to ensure full coverage of accident proceedings and legal documentation.
 - The driver must ensure he/she obtains all accident information from the law enforcement authorities.
 - After reporting the accident to the local authorities, the driver must report to the CGE van manager via a phone call stipulating the degree of damage and or injury of the accident.
 - b) Van Manager
 - Must report any loss to the DOAS NLT 48 hours after the accident. Contact number is: 877-656-7475
 - Must complete the "Supervisors Accident Follow-Up Checklist" with the driver and forward to UNG Human Resources for storage in their personal file (see enclosure 3 – Supervisors Accident Follow-Up Checklist Form)
 - Respond to any DOAS RMS requests for information or police reports
- c. After Operations.
- 1) Fuel. Each driver is responsible to fuel the CGE van to a "full status" prior to returning it to the vehicle fleet parking lot. **The van must be parked full.** This is a courtesy for next driver, and your department's charge for using the vehicle since no fees are collected.
 - 2) Cleanliness.
 - a) Van interior/exterior. The van should be cleaned of all debris, mud, trash, etc... prior to parking the vehicle. To accomplish this, the driver may take the van to the Dahlonga plant operations to wash and vacuum the vehicle.

- b) If the van needs to be cleaned and detailed for VIP escort or transport, the driver may request additional funds through the AVP International Programs.
 - 3) Parking. The CGE van will be stored in the Continuing Education Fleet Parking Lot. The driver will ensure the CGE Van is parked appropriately in the fleet lot, the interior and exterior is clean of trash and debris, the fuel card is stored in the drivers sun visor, all lights are turned off, and the doors are locked. After completion, the van keys will be returned to the Van Manager and all fuel receipts turned into the CGE Business Officer.
- d. Fuel Card.
- 1) The CGE fuel card (Wright Express State Fuel Card) will be used for purchase of all gas/fuel for the CGE Van. All drivers of the CGE Van will be required to have a Fuel Card PIN Number prior to driving the CGE Van.
 - 2) Trips.
 - a) The fuel tank of the CGE Van will be full when picked up.
 - b) The CGE Van has its own Wright Express State Fuel Card, above the "driver's side" sun visor, to purchase fuel.
 - c) All fuel purchases using the CGE Fuel Card will be reported to CGE and charged to the appropriate department's budget account of the user at time of purchase.
 - d) Fueling Procedures. When fueling, the vehicle drivers will be prompted at the pump to enter their personal pin code and odometer reading. The odometer reading must be the correct, not estimated, odometer reading. When fueling is finished, **make sure to get a receipt**. Check to make sure information on the receipt is correct/accurate for your transaction. If a receipt does not print or the one that prints is not the correct receipt or legible, go in the station and get the cashier to print a receipt.
 - e) Fuel Receipts.
 - (1) The driver must receive a hard copy fuel receipt for each purchase of fuel.
 - (2) **All fuel receipts must be turned into the CGE Business Officer in the CGE Office, Room 224 at the end of each day or period use.**
 - (3) **UNG employees not assigned to CGE who drive the CGE Van must provide their department's budget code at the time of turning in the van keys and fuel receipts.**
 - f) Failure to fuel the CGE Van or accurately provide fuel receipts may result in loss of privileges to use the CGE Van.

- e. Van Maintenance. All services and maintenance of the CGE Van will be completed by Auxiliary Services based on Preventive Maintenance Checks and Service Requirements.



Sheila Schulte
Associate Vice President for International Programs
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Enclosures

1. Van Daily Log Sheet
2. CGE Van Accident Procedures and Reporting
3. Supervisors Accident Follow-Up Checklist Form

Enclosure 1 - CGE Van Daily Log

<p>CGE Van Check-Out and Return Log</p> <p>CGE Contact - Sherry Boatfield, office: 706-867-3054</p> <p>User of van MUST complete the <u>Pre-Trip section</u> at time of pick up and the <u>Post-Trip section</u> at time of drop off. Any issues must be noted in the <u>Remarks section</u> and followed up with an email to sherry.boatfield@ung.edu.</p>

Pre-Trip Section

Key pick up Date: _____

Department Name: _____

Driver's Name: _____

Starting Mileage: _____

Check that the following areas have been inspected and found to be in good condition and/or working properly prior to trip:

	Yes	No	Remarks (Any issues must be noted)
Van exterior body			
Van interior body			
Windows			
Horn			
Lights			
Turn signals/Hazard flashers			
Wheels			
Engine			

Post-Trip Section

Key Return Date: _____

Ending Mileage: _____

Check that the following areas have been inspected and found to be in good condition and/or working properly after return:

	Yes	No	Remarks (Any issues must be noted)
Van exterior body			
Van interior body			
Windows			
Horn			
Lights			
Turn signals/Hazard flashers			
Wheels			
Engine			
Interior has been sanitized			

Notes:

1. All CGE Van users must complete a pre and post inspection of the vehicle
2. If you encounter any issues with the CGE Van list it in the remarks section and report it immediately to sherry.boatfield@ung.edu
3. All users must wipe down and disinfected the van after use to help prevent the spread of COVID-19.
4. Keys and gas receipts are to be returned to the CGE Office, Price Memorial 218, by the following day after use.

Enclosure 2 - CGE Vehicle (Van) Accident Procedures and Reporting

CGE Vehicle (Van) Accident Procedures

1. **Remain at the Scene** – all drivers involved in a car accident should remain at the scene until police say it's ok to leave. In some jurisdictions, police do not respond to car accidents in which nobody is injured, so drivers are required to pull over to a safe place, exchange insurance and contact information, and go their ways. Leaving the scene of a motor vehicle accident without exchanging information is a crime.
2. **Check for Injuries** – check to be sure everyone involved is uninjured. If anyone is injured, call 9-1-1 for help. Do not move injured parties, as this may cause more injuries. Once the police do arrive, ask to file a police report in case the insurance companies or the courts need it.
3. **Collect Information** – all drivers must complete the CGE Van Accident Report to ensure the following information is collected: names, addresses, phone numbers, and insurance information from all other drivers involved. It is also a good idea to take a picture of the other driver's license, and license plate. Additionally, it is a good idea to gather contact information from witnesses to the accident. Collect Police Report if able.
4. **Take Photos** – once everyone is safe, it is a good idea to take pictures of all vehicles involved, as well as the area where the accident occurred. Emergency authorities in most jurisdictions prefer that, if there are no injuries, the drivers move the vehicles to a safe place nearby, such as a wide shoulder or a parking lot.
5. **Report the Accident to the CGE Vehicle Manager** – as soon as possible after the accident, the driver of the CGE Van should report the accident to the CGE Van Manager.
6. **Obtain Counsel** – CGE, UNG, and USG drivers who get in a vehicle accident are required to receive supervisor counseling on the Accident Follow Up Checklist within two days of the vehicle accident.

CGE Van Accident Report

CGE Van Manager - Sherry Boatfield, office: 706-867-3054

Accident Location Information

Date of Accident		Time of Accident	
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Place of Accident (Road, Address, etc...)

UNG Driver Information

UNG Driver (Full Name)

UNG Driver UNG ID Number		Driver Cell Phone #	
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UNG Driver Licence #

UNG Van Licence Plate #

Second Party Information

Name of Person in Accident (Full Name)

Address of Person in Accident

Cell Phone #		Email Address	
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Insurance Agency Name

Insurance Policy # of Person in Accident

Driver Accident Checklist (See below details for Accident Procedures)

- | | | | | |
|---|--|--|--|--|
| 1. Remain at the scene of the Accident | | | | |
| 2. Check for Injuries; If yes, call 911 | | | | |
| 3. Collect Information | | | | |
| 4. Take Photos of the Accident | | | | |
| 5. Report Accident to Vehicle Manager | | | | |



MOTOR VEHICLE USE PROGRAM SUPERVISOR'S ACCIDENT FOLLOW-UP CHECKLIST

Supervisors are to complete this checklist and forward it to the Risk Management Services Division (RMS) within 2 work days of being advised of an on-the-job accident that occurred while driving on state business.

DRIVER INFORMATION	
Name	Work Unit
Date of Accident	Frequency of driving on state business <input type="checkbox"/> Weekly or more often <input type="checkbox"/> Infrequently

CHECKLIST	
<input type="checkbox"/> Meet with the Driver to discuss the details of the accident.	
<input type="checkbox"/> Did the driver meet the following requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Requirement	Date
Obtain all necessary information at the scene	
Call loss into 1-877-656-7475 or ARI within 48 hours	
Respond to any acknowledgements or requests sent by DOAS RMS	
Obtain the police report, if requested, and forward to DOAS RMS	
<input type="checkbox"/> Discuss appropriate corrective action, depending on whether the driver was cited for the accident.	
Recommendation	Date
On-line defensive driving course at employee's expense	
View an appropriate driver safety video	
No further action warranted	
<input type="checkbox"/> Forward to DOAS Accident Review Panel for the following determinations:	
<input type="checkbox"/> Preventable	
<input type="checkbox"/> Non-Preventable	
<input type="checkbox"/> Additional Recommendations	
<input type="checkbox"/> Forward copy to Human Resources for placement in the employee's personnel file.	

SUPERVISOR INFORMATION	
Printed Name	Work Unit
Signature	Date