

Motor Vehicle and Fleet Management Policies and Procedures Manual



**Department of
Facilities Management**

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Table of Contents

General	
Purpose	
Application	
Enforcement	1
Accidents	
Third Party	
Reporting	1
Accidents	
General Guidelines	2
Accidents	
Post At Fault Accident Responsibility	3
Accidents	
Defensive Driving Course Safety.....	3
Accidents	
Riding in back of Pickup Truck	3
Accidents	
Unmarked University Vehicles.....	3
Vehicle Utilization	
Mileage Rates	4
Vehicle Utilization	
Vehicle Utilization	
Vehicle Issuance/Usage Procedures.....	5
Vehicle Utilization	
Fuel Card Management	5
Vehicle Utilization	
Fuelman Procedures	6
Vehicle Utilization	
Drivers of University Owned Vehicles	9

Procedures for Paying Drivers	
Vehicle Utilization Request Form	
Itineraries.....	10
Procedures for Paying Drivers	
PC05/PC05CE	11
Processing for Payroll	11
Contractual Drivers	12
Charges/Driver Payments	13
Utilization Process	
Vehicle Utilization Process.....	14
Utilization Process	
Pre-Approval.....	16
Utilization Process	
Right to Deny Approval.....	17
Maintenance Procedures	
Service Request.....	18
Maintenance Procedures	
Scheduled Preventive Maintenance.....	19
Maintenance Procedures	
Repair to "On Road" Vehicles	20
Maintenance Procedures	
Maintenance Shop.....	20
Forms and Attachments	
Driver's Vehicle Condition Report	22
Motor Vehicle & Fleet Management Agreements	23
Rental Vehicle Policy Acknowledgement	26
Motor Vehicle Incident Reporting Instructions	27
Factors to be Considered During an Incident.....	29
Van Safety Recommendations.....	30
IHL Safety and Loss Control	33
Guide to Hiring Bus Companies	36
Vehicle Utilization Request Form	37
Motor Vehicle Fuel Report-Fuelman	38

Fuelman Fuel Tracking Report	39
Vehicle Daily Log Sheet	40
Vehicle Utilization Authorization	41
Fuelman Card Request	42
Fuelman PIN Request	43
Automobile Loss Notice Form	44

**Mississippi Valley State University
Transportation Procedure Guide**

I. GENERAL

A. Purpose

The purpose of these procedures is to promote the safe and proper operation of **vehicles** operated on behalf or for the benefit of MVSU and all entities under its jurisdiction, and to assure **employees** and **students** are offered the highest standard of safety when on approved travel.

B. Application

The procedure is applicable to the use of all **vehicles** used on the behalf or for the benefit of MVSU and all entities under its jurisdiction.

C. Enforcement

An **employee** failing to comply with these procedures may lose authorization to drive a **vehicle**.

1. All vehicles purchased must be approved by the MVSU Executive Officer. The form or paperwork submitted for the EO's prior approval must include written explanation as to the need for the vehicle and justification that the vehicle type is in line with planned specific use.
2. Vehicles are to be purchased via the state contract. Exceptions must be approved and reported to the Executive Office.

II. ACCIDENTS

A. Third Party Liability

Losses occurring to a third party during an employee's use of a vehicle for approved MVSU business are subject to the protections provided under the MS Tort Claims Act (Miss. Code Ann., Sec. 11-46-1 et al).

B. Reporting

1. All accidents involving a vehicle must be reported to the appropriate MVSU personnel and all other parties designated by MVSU. Employees involved in accidents are responsible for obtaining and reporting all facts and information to his/her MVSU Administrator.

- a. Employees involved in accidents are required file a police report where accident happened. This will ensure that all necessary information is gathered while it is readily available and will expedite insurance processes.
- b. Employees are required to forward all information regarding the accident to their department head and Transportation Office of Facilities Management.
- c. Transportation Office of Facilities Management is required to complete the Automobile Loss Notice (ALN), if applicable, and forward it and the police report to the Office of Business and Finance.

C. General Guidelines

1. Do not discuss the accident of incident with anyone except appropriate MVSU personnel, MVSU insurance carrier or designated claims personnel, or the police. Do not discuss or admit fault to anyone except MVSU insurance carrier or designated claims personnel.
2. If other persons are involved in the accident, attempt to obtain:
 - names and addresses of all persons involved, i.e., passengers, vehicle owner and all witnesses.
 - names of other parties' insurance companies, policy numbers and names of policyholders; and
 - make, year and license number of all vehicles involved in the accident.
3. Although some accidents do not result in personal injury or property damage exceeding \$100, any accidents resulting in injury to or death of any person or total property damage of \$100 or more shall be reported immediately to the proper law enforcement office. When in doubt, contact the local police; they will determine whether there is a reportable accident.

D. Post at Fault Accident Responsibility

An employee involved in one or more at fault accidents in a vehicle may be required to participate in a defensive driving course approved by MVSU Administration within 90 days of the accident.

E. Defensive Driving Course

1. All employees listed on the University's driving list are required to enroll in a defensive driving course which is sponsored by the Business and Finance Unit.
2. The instructors are certified by the National Safety Council. Each employee listed on the University's driving list will enroll in this class annually.

F. Safety

1. University vehicles are only permitted to transport the number of passengers within the occupancy limit as specified in the vehicle operation manuals.
2. The following actions are prohibited:
 - Parking University vehicles near fuel tanks
 - Allowing students to drive University owned vehicles.
3. All drivers must be approved by the Office of Business and Finance.

G. Riding in back of Pickup Truck

1. Passengers riding in the bed of Pickup trucks should be held to a minimum. If passengers must ride in the bed of a pick-up truck, the speed of the vehicle shall not exceed 20mph. If passengers must ride in the back, they shall sit in the bed and not on the sides of the truck. No individual under the age of 18 shall be allowed to ride in the bed of a Pickup truck.

H. Unmarked University Vehicles

All University vehicles must be numbered and marked with the logo on both sides and rear of the vehicle. **President or chancellor of a state institution of higher learning**, the Governor may authorize the use of specified unmarked vehicles only in instances where such identifying marks will hinder official investigations, and the governing authorities of any municipality may authorize

the use of specified, unmarked police vehicles when identifying marks would hinder official criminal investigations by the police

III. VEHICLE UTILIZATION

A. The mileage rates* for use of university vehicles are as follows:

Executive Car	.60
Van	.85
Mini-bus	2.00
40 Passenger	3.00
50 Passenger Bus	3.25
Bus Blanket Rate	100.00
Van Blanket Rate	65.00

*Subject to change due to gas prices increase

B. The Vehicle Utilization form is used to request the use of a University owned vehicle. The procedures list as follows:

1. A Vehicle Utilization Request Form (VURF) should be completed and returned to the Transportation Office of Facilities Management at least three (3) days before the use of vehicle is required.
2. After the Office of Business and Finance has signed, the Transportation Office must sign the completed form which will indicate vehicle availability (blank forms will not be processed).
3. Funding procedures are as follows:
 - VURFs submitted under Fund 30 (restricted funds) are required to be forwarded to Sponsored Programs for review.
 - VURFs submitted that do not involve Fund 30 should be forwarded to the Executive Cabinet person (see Approval Limit Schedule), and the Office of Business and Finance Budget Accountant, who will determine if funds are available.
 - Based upon funds available, the Vice President of Business and Finance or designee will approve the VURF and forward the processed form to the Transportation Office of Facilities Management.
 - If funds are not available, the form is returned to the requesting department by the Budget Accountant and a voided copy is sent to the Transportation Office of Facilities Management Department indicating the funds are not available for the VURF.

C. Vehicle Issuance and Usage Procedures

1. The Transportation Office of Facilities Management retains the processed form until the departure date. Initially, the beginning mileage, an approximate ending mileage, the rate charged for use of the vehicle, and the extended cost are recorded on the VURF.
 - a. Drivers of vehicles departing after normal working hours are required to obtain keys and trip documents from campus police guard shack.
 - b. Drivers of vehicles returning during working hours should return to the Transportation Office of Facilities Management.
 - c. Drivers returning vehicles after normal working hours should be returned Facilities Management for overnight parking. Keys for returned vehicles are to be left in the night deposit box at the main office of Facilities Management. **OVERNIGHT PARKING AT PRIVATE RESIDENCE AND PERSONAL USE OF UNIVERSITY VEHICLES ARE PROHIBITED.**
 - d. Returned Vehicle Process:
 - When vehicles are returned, the Transportation Office of Facilities Management calculates the actual number of miles driven, multiplies number of miles driven times the rate, and records the dollar amount the department should be charged. This amount is then recorded on the VURF.
 - The 5th working day, all Vehicle Utilization Forms and charges are to be sent to the Office of Business and Finance in order that all user departments/projects can be charged.
 - A copy will be returned to the using department after transactions are entered into the accounting records.
 - e. Drivers must maintain log sheets in the vehicles to record date of travel, employee name/driver, mileage and destination. Current proof of liability insurance as provided by the insurance carrier of the IHL Office of Insurance and Risk Management should be maintained in each vehicle.

D. Fuel Card Management

1. Fuel Issuance

The following departments are responsible for issuing gas cards for University vehicles:

- University Police
- Facilities Management
- Mass Transit
- Admissions and Recruitment
- President's Office
- Intercollegiate Athletics

Fuelman debit cards are issued by the Fuelman Company, after receiving requests for cards submitted from the Office of Business and Finance. All requests for cards must be approved by the Vice President for Business and Finance prior to the submission to Fuelman.

Fuelman debit cards are issued to all departments from the Office of Business and Finance. Separate cards are issued for each operable motor vehicle maintained in the inventory of each department. Gasoline purchases using Fuelman cards are authorized only after approved PINs (personal identification numbers) are entered into the gasoline machine (pump) where the purchases are made. PINs are required to authorize purchase and to activate pumps for usage.

E. Fuelman Procedures

PINs are issued from the Vice President for Business and Finance Office after submitted requests have been reviewed and approved by the Vice President for Business and Finance or designee. Generally, PINs are issued to designated employees on the University Official Drivers List (regular and commercial drivers). Approved drivers who do not possess PINs are not authorized to make purchases. Instead, they must be accompanied by the appropriate supervisor who has been issued a PIN each time gasoline purchases are to be made utilizing the Fuelman card. When gasoline is purchased, the gasoline ticket(s) must be signed and retained by the purchaser, then turned into the respective department, along with the Fuelman card, where the gasoline tickets are held for reconciling with the weekly Fuelman invoices.

Fuelman invoices are e-mailed to the Business and Finance Office each week from the Fuelman Company. These invoices are reviewed by the Business and Finance secretary or designee, who is responsible for the final audit and reconciliation of the Fuelman invoices; the copies are e-mailed to each user department for preliminary comparison and reconciliation.

For each department, the information accumulated during the week from Fuelman purchases (signed gasoline tickets) must be compared with the itemized purchase information listed on the Fuelman invoices. Information from both the individually signed tickets and the Fuelman invoices should be the same

(except cost per gallon and total cost). Differences, if any, must be reconciled and/or satisfactorily explained. Also, the instances where gasoline tickets are missing, separate statements must be prepared and signed by the driver for each missing ticket and placed with the signed gasoline tickets already on hand.

Information included on the form consists of the following:

- Machine (Pump#)
- Reason
- Number of Gallons
- Cost per Gallon
- Total Cost
- Purchase Date
- Driver's Signature
- Date

Weekly reconciled reports from all user departments must be submitted to the Business and Finance secretary or designee no later than the following Friday after receipt of Fuelman invoices, which are e-mailed to user departments on each Tuesday.

Required reconciled weekly reports are listed below:

- Fuelman Fleet Management Report (invoices)
- Fuelman Motor Vehicle Fuel Report
- Fuelman Fuel Tracking Report

Fuelman Fleet Management Report (Invoices)

Report prepared by the Fuelman Company is e-mailed to the Business and Finance secretary or designee at Mississippi Valley State University on a weekly basis. Detail and summary information pertaining to user department transactions for weekly periods beginning on Mondays and ending on Sundays are included in the report.

This report is received and reviewed by the Business and Finance Secretary or designee assigned with the Fuelman reconciliation responsibility. All user departments are e-mailed copies of the report so that persons in their respective departments can compare and reconcile Fuelman transactions.

A copy of the Fuelman report must be returned to the Business and Finance Office along with the Motor Vehicle Fuel Report.

Fuelman Motor Vehicle Fuel Report

The Motor Vehicle Fuel Report is a detail weekly report that verifies and certifies the dates and amounts of gasoline purchases made during each weekly period. It also provides the vehicle ID numbers as well as the names and signatures of drivers who made gasoline purchases during the week. All gasoline tickets and statements must be signed and attached to the report. The date, quantity and type of each purchase should be the same as the information shown on the Fuelman invoice.

After the report data has been reconciled/completed, it must be approved by the Department Head; then submitted to the Business and Finance Secretary or designee for final approval and processing.

All departments utilizing the Fuelman cards are required to submit completed fuel reports along with Fuelman invoice copies to the Business and Finance Secretary or designee by the due date. Signed gasoline tickets and statements must be in order and attached to the full report.

Fuelman Fuel Tracking Report

This report is required weekly by the Transportation and Police Departments for the maintenance and certification of drivers utilized and gasoline purchases made during the week. For each driver, a separate report is maintained that lists the date, vehicle number, quantity, cost of gasoline purchased, driver's name and signature for each purchase.

The Fuel Tracking Report is used to ensure that all signatures required for gasoline purchases are attached to the weekly fuel report. Since some drivers are not regular employees of the University, when reports are prepared, they are not available to sign the Motor Vehicle Fuel Report. Likewise, when reports are prepared, some employees who work odd shifts are not available at times to sign the report. The Fuel Tracking Report contains the signatures of all persons making gasoline purchases during the weekly period. Each processed Fuel Tracking Report must be certified by the driver, authorized PIN user and supervisor and are attached to the Fuelman Motor Vehicle Report.

Fuelman Fuel Card Unauthorized Purchase

University Official drivers List (regular or commercial) drivers that are assigned pin numbers should only use fuel card to fuel University vehicles only. If you are using the fuel card to fuel personal or other vehicles he/ or she will be reprimanded by Business and Finance.

Vehicle Utilization Authorization

The Vehicle Utilization Authorization is only required for vehicle usage by the Admissions Office. Each time requests for vehicle usage are made, authorization is granted through the utilization for this document which is prepared in duplicate.

Information included on this form not only identifies the individual(s) but it provides a detail list of the items that are required while vehicle is being used. Approval is granted by the Director of Admissions.

Fuel Inventory Reporting

The following procedure is used regarding onsite fuel storage tanks.

- a. Once fuel is purchased and supplied to on site storage tanks, scheduled measurements are taken to determine the amount of fuel in each tank. The measurement is taken by opening the flap on the red post next to the tanks. The numbers are written in feet and inches but must be converted into inches for accurate measurements: (i.e., 2'7" = 24" + 7" = 31" (total)).
- b. After converting feet into inches, the depth measuring chart will identify the corresponding number level which will give an indication of the amount of fuel left in the tank.
- c. The fuel measuring gauge must be monitored every month based upon usage. The fuel supply is required to be replenished when fuel levels have reached the low supply mark of 1" – 5" = 17". A minimal depth of 10" must be maintained to insure proper supply pump operation.
- d. When tanks reach the 17" low supply mark, Maintenance of Grounds will forward a bid request for bulk fuel purchase to the Office of Purchasing. All bid submittals and the associated process are subject to State purchasing laws and regulatory criteria; fuel commodity bid prices are only valid for twenty-four hours.
- e. Once bids are received and the tabulation sheets have been certified, authorization to award is issued by the Office of Purchasing. Upon notice of authorization to award, the Transportation Office will implement the requisitioning process.

F. Drivers of University Owned Vehicles

1. Commercial Buses

- a. Drivers with Class A, B, or C Commercial license with passenger endorsement are permitted to drive mini buses.
 - b. Drivers with A and B Commercial license with passenger endorsement are permitted to drive the mini-bus and the 50-passenger bus.
2. Seven & Twelve Passenger Van
- a. Seven and twelve passenger vans are permitted to be assigned to employees with standard license.

IV. PROCEDURES FOR PAYING DRIVERS

A. Vehicle Utilization Request Form

All Vehicle Utilization forms must be signed by Facilities Management personnel before they are processed in the Business Office. This will ensure that the requested vehicle is available. Once signed by Facilities Management personnel and other required signature (Department Chair and Executive VP of department), the form should be forwarded to the Business Office, logged into the Dbase system, and passed on to the appropriate staff accountant. When the Vehicle Utilization form is processed, a driver must be assigned. The Office of Business and Finance only assigns drivers from the drivers list for the 25, 40, and 52 passenger buses.

The blanket rate for short trips (trips under 100 miles) for buses and vans will continue to cost \$100.00 and \$65.00 respectively. The using department will have to pay for the driver.

B. Itineraries

An itinerary must be attached to the Vehicle Utilization Request form and faxed to the Office of Business and Finance. The itinerary should include the name of the trip, an itemized time schedule, the name of the hotel with its address, and the name of the driver. A price is approved by the Vice President for Business and Finance.

If an individual drives the 40 and 52-passenger bus, the charge department will be Transportation. If an individual drives the 25-passenger bus, the charge department will be the using department. Departments who are requesting a van or car must secure their own driver.

If drivers are asked to make adjustments or additional changes to the itinerary, there will be a charged fee of \$50.00 to the user department.

C. Form PC05/PC05CE

The PC05 Continuing Employment form is completed for each department that uses the University vehicles on a regular basis. All PC05CEs will be uniformed at an average rate of \$100. The Office of Business and Finance office manager completes this form at the beginning of the fiscal year. The PC05CEs are forwarded to each department where he/she will sign as Department Chair/Project Director. The Executive Cabinet/VP will then sign in accordance with the Approval Limit Schedule. After signatures are obtained, the PC05CEs are forwarded to the Office of Business and Finance where the Budget Officer/Position Control will sign. After proper signature, the PC05CEs are forwarded to Human Resources for processing.

PC05s are completed by the Office of Business and Finance office manager for departments that do not use the University vehicles on a regular basis. PC05s will be completed in accordance with the approved itinerary. The PC05 is forwarded to the user department where he/she will sign as Department Chair/Project Director and follow the regular process for obtaining signatures.

D. Processing for Payroll

Payroll for drivers is done on a monthly and bi-weekly basis. University employees who are normally paid bi-weekly will be paid monthly. University employees who are normally paid monthly will be paid bi-weekly. Contractual drivers (those drivers who are not regular University employees) are paid bi-weekly.

A Payroll form is completed, verified and signed by the Office Manager of Business and Finance submitted to the Budget Officer for budgetary verification. Along with the Payroll form and PC05, the following should be attached:

- A copy of the itinerary with rate and VPBF's signature
- Processed Vehicle Utilization Request form
- Leave Form
- Timesheet

Once the Office Manager and Budget Officer signs, copies of all forms and attachments are submitted to the Payroll Office handling monthly or bi-weekly payrolls and Human Resources. Leave forms and timesheets are documentations for MVSU employees only to substantiate time off when driving a trip for additional pay.

E. Contractual Drivers

To be a contractual driver for the University, the prospective driver should contact the Office of Business and Finance and request to be a driver. The Office Manager of Business and Finance requests copies of the prospective driver's license and driver medical card and run an NCIC check. Once the NCIC check is clear, the Manager for Grounds and Transportation schedules a road test for the prospective driver. During the road test, the Manager for Grounds and Transportation completes a Driver's Evaluation Road Test Report that entails if the prospective driver is knowledgeable of road signs, bus operations, etc. If the report is satisfactory, the Manager for Grounds and Transportation recommends to the Office Manager for Business and Finance that the prospective driver be placed on the Official University Driver's List. When the new driver is assigned a trip, the new driver is accompanied by a seasoned driver that is on the Official University Driver's List. The seasoned driver accompanies the new driver for a minimum of three trips.

CHARGES/DRIVER PAYMENTS		
VEHICLE		PAYMENTS TO DRIVERS
Vehicles used under 100 miles		Local Trip \$50
Blanket Rate		Trips over 5 hours 100-125 (Depending on the # of Hours)
Van	\$ 65	
Bus	100	
Car/Trucks (Regular Rate)		Charge driver's pay to using department
Over 100 miles		Per Day Rate \$125
Bus	3.25	Per Day if late return or early a.m.
Mini-Bus	2.00	Leaving 175
Van	.85	Last Day of trip returning early a.m.
Car	.60	between midnight and later with
Truck	.60	one driver 200
		If 40-Pass. Or 50-Pass. Bus-Charge Transportation
		If Mini-Bus, Van, Car or Truck-Charge driver's pay to using department.
IF A TRIP REQUIRES TWO (2) DRIVERS WHEN USING THE 50 PASSENGER BUS, THE SECOND DRIVER'S PAY IS CHARGED TO THE USING DEPARTMENT'S BUDGET (NOT TRANSPORTATION). THE RATE PER MILE INCLUDES THE COST FOR ONLY ONE DRIVER.		
IF A TRIP REQUIRES TWO (2) DRIVERS, THE USING DEPARTMENT MUST PROVIDE BOTH DRIVERS WITH TWO (2) SEPARATE HOTEL ROOMS.		
SPECIAL EVENTS		
GALA		Greenwood \$30 per trip
Vehicle/Blanket Rate (Local Travel)		
Travel over 100 miles-Regular Rates		
Car/Truck-Regular Rate		
HOMECOMING		
Parade		Driver \$50
Itta Bena-Blanket Rate		Driver 50
Greenwood-Blanket Rate		Driver (All Day) 100
Greenwood -Band Camp and Parade-Blanket Rate		
Indianola-Blanket Rate		
Belzoni-Blanket Rate		
Moorhead-Blanket Rate		Charge driver's pay to using department
Van	\$65	
Bus	100	
Car	.60 per mile	
Trucks	.60 per mile	

V. UTILIZATION PROCESS

A. Vehicle Utilization Process

1. Vehicle Request

- a. Obtain Vehicle Utilization Request Form (VURF) from the University's website.
- b. The end user or using department must complete the VURF with appropriate signatures from the Department Chair/Project Director. Once the signature has been obtained, the VURF will need to be forwarded to the DFM for temporary vehicle reservation. Buses will require driver pre-assignment and a rate adjustment inclusive of a \$125 per day driver rate with an approved itinerary.
- c. Upon completion of vehicle reservation, the VURF must be forward to the Area Vice President, in accordance with the Approval Limit Schedule, then Office of Business and Finance for determination of funding availability.
- d. If the VURF involves Fund 30 (Restricted Funds), the form must be forwarded to Sponsored Programs/Title III for approval then forwarded to the Office of Business and Finance for review.
 - Once funds are made available, the VP of Business and Finance or designee will authorize approval and the processed form will be forwarded to Transportation Office of Facilities Management and vehicle assignment.
 - If funding is not available, the VURF will be returned to the requesting department by the Budget Accountant. The voided copy will be forwarded to DFM, Transportation, with indication that funds are not available for vehicle assignment.

2. Vehicle Issuance

- a. Upon receipt of a processed VURF, the Transportation Office retains the processed form until departure. The vehicle number beginning/ending mileage and rate assignment are confirmed from the VURF.
- b. Vehicles obtained and returned during normal working hours will have keys available in the DFM for departure and must be returned to DFM upon return to campus.
- c. Vehicles obtained or returned before or after normal working hours will have keys at the Campus Police Guardhouse.

Vehicles are not permitted to be kept at a private residence for personal use.

- d. Once vehicles have been returned, DFM verifies mileage and indicates actual cost and mileage of the VURF.
- e. Once cost and mileage have been verified, the VURF is forwarded to the Office of Business and Finance for department charges and entered into the accounting records. A copy of the processed VURF with accessed charges will then be forwarded to the using department for closeout.

3. Vehicle Change/Request for Cancellation

- a. In the event of a change in usage date or request for cancellation, the using department must submit a revised VURF to reschedule the trip. End users must notify DFM Transportation and Office of Business and Finance to void original VURF.
- b. Vehicles will be issued on a first come first serve basis upon receipt of a processed VURF.
- c. If requesting department does not notify DFM Transportation three days prior to trip, requesting department will be charged \$50 for a late cancellation. If the driver arrive to campus, the requesting department will be responsible for driver pay of \$50.00

4. Employee Approval

- a. Qualifications
 - (1) The employee must present a current driver's license valid for the class of vehicle to be operated. The employee must meet all other requirements set out in this manual.
- b. Disqualifications
 - (1) It is recommended that an employee not be given permission to operate a vehicle if he/she does not meet or exceed the stated qualifications.
 - (2) It is recommended that an employee not be given permission to operate a vehicle if he/she has had any of the following major driving violations in the last 5 years:
 - Driving under the influence of alcohol and/or drugs
 - Driver's license revoked or suspended and/or driving with a suspended or revoked driver's license
 - Leaving the scene of an accident
 - Careless and reckless driving

- Driving on wrong side of road
- c. It is recommended that an employee not be given permission to operate a vehicle if he/she has more than one (1) at fault accident in the last twelve months and/or more than two (2) at fault accidents in the last 3 years.
 - d. It is recommended that an employee not be given permission to operate a vehicle if he/she has 2 or more violations for running a stop sign and/or running a red light in the last 3 years.
 - e. It is recommended that an employee not be given permission to operate a vehicle if he/she has one at fault accident and more than one moving violation in last 3 years.
 - f. It is recommended that an employee not be given permission to operate a vehicle if he/she has more than 2 moving violations in the last 12 months.
 - g. It is recommended that an employee not be given permission to operate a vehicle if he/she has one at fault accident and one or more moving violations in last 12 months. (Warning letter after 2 at fault [5, 6, & 7 handle the same])

B. Pre-Approval

In order for approval to be granted for an employee to operate a vehicle, the following procedures and criteria must be compiled:

1. Employees must:
 - a. Read the MVSU Motor Vehicle Procedure Guide and all updates and provide his/her MVSU Administrator the completed Vehicle Utilization;
 - b. Attend the Defensive Driving Class 4 yearly
 - c. Have on file a signed Motor Vehicle and Fleet Management Agreement; and
 - d. Meet or exceed the requirements of the Employee Approval Criteria.
2. Any employee approved to operate a vehicle is prohibited from operating such vehicle if the employee knows or should know that his/her right or ability to operate such vehicle is impaired, restricted, suspended or revoked.

C. Right to Deny Approval

MVSU reserves the right to deny approval of any employee to use a vehicle.

1. Obligations of Employee

a. Proper License and Authorization to Drive

The Employee must have on his/her person a current driver's license valid for the class of vehicle he/she is operating. An employee is prohibited from operating a vehicle on behalf or for the benefit of MVSU if the employee knows or should know that his/her right or ability to operate such a vehicle is impaired, restricted, suspended or revoked.

b. Seat Belt Requirement

Employee and passengers must use seat belts while the vehicle is in use, unless expressly excused in writing for medical reasons by a physician. Such written excuse must be filed with the MVSU Administrator prior to use of vehicle and a copy must be maintained in the employee's personnel file.

c. Obey All Laws

Employee and passenger must obey all state and local motor vehicle laws. Any traffic tickets, parking tickets or other summonses, citations or violations are the personal responsibility of the employee.

d. No Hitchhikers

Transporting hitchhikers is prohibited.

e. No Drugs or Alcohol

No illegal drugs or open alcoholic beverages may be carried or consumed in vehicles. No controlled substances may be carried in vehicle unless permitted by Miss. Code Ann. Sec. 41-29-125 or otherwise authorized by law. No employee shall operate a vehicle if the employee is affected by a substance that impairs the employee's ability to operate the vehicle safely.

f. Locking Vehicle

It is recommended that all unattended vehicles be locked. All unattended vehicles owned, leased or rented by MVSU shall be locked.

g. Firearms and Weapons

Employees may not possess or transport firearms and/or weapons, as defined in Miss. Code Ann., Sec. 37-37-1 et al, in a vehicle while in the course and scope of their employment unless authorized by MVSU.

h. Duty to Report Damage to or Malfunction of Vehicle

Upon return, the employee must immediately report in writing any conditions that the employee has reason to believe require attention (problems with brakes, steering, lights, or seat belts) to the appropriate university personnel responsible for assigning vehicles owned, leased or rented by MVSU.

VI. MAINTENANCE PROCEDURES

A. Service Request

1. Any employee using a University vehicle must complete a Driver's Vehicle Condition Report when he/she returns from a trip. Service procedures are as follows:
 - a. The Condition Report is required to be forwarded to the Transportation Office of Facilities Management for review.
 - b. The Condition Report is the foundation on which all maintenance information is requested. This form, along with a work order, is used to authorize and instruct mechanics or vendors on all repairs.
 - c. After repairs have been made, the mechanic is required to sign the work order form indicating that repairs are completed. The completed forms are required to be returned to the Secretary of Transportation and filed as a permanent record.
2. Transportation Vehicle Preventive Maintenance Inspection

Using departments are responsible for making sure that vehicles are cleaned and personal items are taken from vehicles prior to return. The

Transportation Office will perform maintenance on all vehicles. The maintenance program includes critical checks which are needed for long-term life of a vehicle. Vehicle bodies and interiors should be maintained by the mechanics. The inspection insures using departments receive attractive, clean, and reliable service. It is the responsibility of the Transportation Manager, or his designee to forward written notification to using departments regarding fees assessed for vehicles returned prior to be cleaned.

3. **Cleanliness of Returned Vehicle**

The sponsor is responsible for making sure that the vehicle is cleaned and personal items are taken from the vehicle. The University is not responsible for stolen personal items. If the vehicle is unclean when returned to the Transportation/Facilities Management, an additional cost of \$50.00 for buses and \$25.00 for vans and cars is charged to the sponsoring department.

B. Scheduled Preventive Maintenance

1. A vehicle maintenance history should be maintained by the Transportation Supervisor for University owned vehicles.
2. This history should be reviewed on a regular basis. Vehicle maintenance should be done on vehicles at the following mileage intervals: 4,000; 8,000; 12,000; and 24,000.
3. A vehicle master record is required to be kept on all vehicles. This report is required to be completed by mechanics and filed.
4. The vehicle Master Record is required to be completed after each preventive maintenance inspection. It is the responsibility of the Transportation Supervisor to verify that preventive maintenance program is followed.

C. Vehicle Daily Preventive Maintenance Inspection

1. Drivers are required to perform and properly complete daily pre-trip inspections on vehicles while in his/her use by completing a Driver's Vehicle Daily Log Sheet. The Driver's Vehicle Daily Log Sheet is designed for drivers with little mechanical knowledge or background. Elements included enhance safety and prevent breakdown. Unsatisfactory elements should be reported to the Transportation Supervisor and corrected prior to the operation of the vehicle.

If it is determined that engine failure is due to not performing a pre-trip inspection, driver(s) will not be permitted to drive any University-owned vehicle for a 3-month period and will temporarily be removed from the University drivers list. Drivers who repeat this offense will not be permitted to drive any University-owned vehicle and will permanently be removed from the University drivers list. Misuse of University-owned vehicles, such as physical abuse or leaving a vehicle while parked is prohibited. Buses, however, may have to left on while parked for different circumstances.

D. Repair to “On Road” Vehicles

1. Roadside repairs should not be attempted without approval by the Director of Facilities Management, Transportation Manager, or the Vice President of Business and Finance. Emergency procedures are as follows:
 - a. For after hours and emergencies, contact Transportation Manager, and he will contact one of the following persons who can authorize “repair” approvals.
 - Director of Facilities Management
 - Vice President of Business and Finance

The Driver’s Vehicle Condition Report should be completed before and after the use of a vehicle. The use of a gas credit card for repair payment must be approved.

E. Maintenance Shop

1. Unauthorized individuals are not allowed in the maintenance shop area. Maintenance of privately owned vehicles is prohibited.
 - a. Vehicle Disposal
 - (1) The Transportation Department Supervisor should make recommendations to the recommendations to the Director of Facilities Management and the Vice President for Business and Finance for the removal of inoperable vehicles.
 - (2) For approved vehicle disposals, the Purchasing Agent will implement the State purchasing requirement for selling surplus property relative to advertisement for bids or auctioneers to address disposal vehicles.

b. Vehicle Disposal Procedures

- (1) Department of Facilities Management will complete a Permanent Transfer Sheet to transfer vehicle to Property Accountability for disposal.**
- (2) Office of Property Accountability verifies form and forwards the form to the Office of Business and Finance for removal of insurance.**
- (3) Office of Property Accountability is responsible for vehicle until it is auctioned or transported to another State agency or Mississippi Surplus Property. Upon completion of auction or transfer of vehicle, Form 873 is completed by Office of Property Accountability and forwarded to Office of Purchasing. Office of Purchasing forwards Form 873 to the State Office of Purchasing and Travel in Jackson, MS.**

VII. FORMS AND ATTACHMENTS

DRIVER'S VEHICLE CONDITION REPORT

The following checklist is designed for drivers with little mechanical knowledge or background. Elements included enhance safety and prevent breakdown. This inspection only takes a few minutes for a typical automobile. Completion will increase the likelihood of a successful trip. Unsatisfactory elements should be corrected prior to operation of vehicle.

Vehicle Make and Model _____ Date _____

ELEMENT	SATISFACTORY	UNSATISFACTORY OR COMMENT
1. Brakes - Do service brakes and parking brake operate?		
2. Lights - Check headlights, high beams, blinkers, tail lights, brake lights, back-up light, parking lights and side markers. Are all working?		
3. Tires - Check pressure against p.s.i. noted on tire. Check tread depth (at least 1/8 inch). Check for defects such as unusual wear pattern, bubbles or deformed sidewalls.		
4. Belts - Are they quiet with engine running?		
5. Glass - No Broken windows, no cracks the interfere with driver's vision. Clean.		
6. Mirrors - Are side and rearview mirrors intact?		
7. Windshield washer - Is reservoir full, does it pump when operated?		
8. Windshield wipers - Do they operate and remove washer fluid when tested?		
9. Engine oil - Check dipstick. Any leaks?		
10. Coolant - Is fluid to mark on reservoir?		
11. Transmission - Check dipstick. Any problems shifting?		
12. Steering - Does steering react when steering wheel is turned? Any noise?		
13. Occupant restraints - Are all seatbelts and airbags present? Do seatbelts operate properly?		
14. State inspection sticker - Is a current inspection sticker in lower driver's side corner of windshield?		
15. License Plate - Is a license plate mounted and easily seen?		
16. Emergency equipment - Is there a jack, lug wrench, flashlight, etc.?		
17. Keys - Do keys operate ignition and all locks? Are a separate set of keys available?		

DATE	DESTINATION	DRIVER	BEGINNING MILEAGE	ENDING MILEAGE	VEHICLE #

Driver's Signature _____

**Mississippi Valley State University
Motor Vehicle and Fleet Management
Agreement**

Operating a university vehicle is a privilege. All drivers will be responsible and accountable to:

- Possess as valid motor vehicle driver's license. This license must have the appropriate classification and any required endorsements needed for operating the vehicle(s) assigned to the operator.
- Be subject to a driver's motor vehicle record check, and if such records show a suspension or revocation of driving privileges, the driver will not be authorized to operate a motor vehicle for the university.
- Operate university vehicles for official university business only.
- Operate motor vehicles in a safe manner at all times.
- Comply with all applicable state laws and regulations.
- Maintain vehicle in safe operating condition.
- Maintain vehicle in accordance with the maintenance schedule.
- Report moving violations to their Supervisor.
- Report changes in their driver's licensing to the Office of Business and Finance.
- Accurately record and report vehicle mileage in accordance with university procedures.
- Participate in required driver safety education and training programs.
- Require all occupants to use seat belts, child safety seats, booster seats, or other restraint devices at all times.
- Pay all moving/parking violation fines and fees.
- Keep automobile ID cards in the vehicle glove box at all times, including proof of liability coverage.
- Refrain from towing leased, owned, or rented by the university vehicles, rented, or personal vehicles used for university business.
- Never operate a computer while the vehicle is moving.

- Pull off the road to a safe location prior to making or receiving phone calls.
- Comply with university policy on transport of passengers.

Operating privileges shall be revoked if:

- Driver does not adhere to responsibilities listed above.
- The driver’s license is revoked, suspended, withdrawn, or denied.
- Driver refuses to undergo drug or alcohol testing in accordance with university policies or as required by applicable state or jurisdiction laws.
- Operating outside the limitations of a restricted license.

In case of vehicle damage:

- Report any vehicle damage to the university by the end of the day in which the incident occurred.
- Police reports, witness statements or other pertinent documents should be obtained and forwarded to the university.
- The driver shall cooperate with representatives of the university, including insurance company personnel, and obtain written repair estimates from reputable shops or authorized dealerships as instructed. If it becomes necessary to rent another vehicle during repairs, the driver will be instructed as to provisions for a rental vehicle.
- Drivers should not make verbal or written statements concerning an incident during its immediate aftermath except to law enforcement officials or representatives of the university or its agents.

I, _____, have read and understood the *Business Use Policy* established by Mississippi Valley State University. I agree to abide by the provisions of this policy. I understand that violation of this policy will result in disciplinary action, up to and including termination of employment.

Driver’s Signature

Date

Business and Finance

Date

**Mississippi Valley State University
Motor Vehicle and Fleet Management
Agreement**

There are situations where drivers use their personal vehicles for university business. In these cases, drivers are typically reimbursed on a per-mile basis. For those drivers utilizing their personal vehicles on university business, the following requirements apply:

- Must have a valid driver license issued in Mississippi or a state contiguous to Mississippi and meet the same motor vehicle record (MVR) and accident criteria as drivers of university vehicles.
- Automobile liability coverage must be maintained by the driver as prescribed by state law. The university shall be provided with evidence of this insurance coverage, which clearly lists policy declarations and coverage limits.
- In case of an accident and subsequent claim, third party losses are subjected to the protections provided by the Mississippi Tort Claims Act § 46-11-1 et. al. (subject to all requirements and limitations) only if the loss occurred while conducting official university business.
- The vehicle must be maintained at owner's expense, in accordance with state law.
- Drivers must comply with all applicable state laws and regulations.
- Motor vehicle records will be checked initially, and periodically thereafter. The driver's authorization to operate their personal vehicle for university business may be revoked by management if the motor vehicle record discloses the following:
 - The motor vehicle driver license is revoked, suspended, withdrawn, or denied
 - Operating outside the limitations of a restricted license
 - Driver refuses to undergo drug or alcohol testing in accordance with university policies or as required by applicable state or jurisdiction laws
 - A conviction for driving a motor vehicle while under the influence of alcohol or illegal drugs
- Regular occasional drivers (those being reimbursed more than six times per year for business use) may be required to attend driver safety training and meetings.

The university reserves the right to withdraw this privilege at any time.

I, _____, have read and understood the *Privately Owned Vehicles Used for Business Purposes Agreement* established by _____. I agree to abide by the provisions of this policy. I understand that violation of this policy will result in disciplinary action, up to and including termination of employment.

Driver's Signature

Date

Supervisor's Signature

Date

**Mississippi Valley State University
Motor Vehicle and Fleet Management**

Rental Vehicle Policy Acknowledge

Vehicles may be rented for university business in certain circumstances, such as:

- Out of town travel
- Replacement vehicle for one that is being repaired
- Transportation of guests
- Special events
- Unexpected shortage of transportation resources

While operating a rental vehicle on university business, all requirements of the vehicle safety program applies. This includes the following:

Must have a valid driver's license, and meet the same motor vehicle record (MVR) and accident criteria as all other drivers of university vehicles.

Drivers must comply with all applicable laws and regulations.

Only authorized drivers may operate the vehicle.

NOTE: Ask to verify that CDW/LDW insurance is included at no additional cost. It should be included with all contract rentals. Employees will not be reimbursed for insurance charges if CDW/LDW is part of the contract. IHL's existing auto insurance covers third party damage/injuries at the fault of the university authorized driver. Additional liability insurance should not be purchased/reimbursed.

I, _____, have read and understand the *Rental Vehicle Policy* established by _____. I agree to abide by the provisions of this policy. I understand that violation of this policy will result in disciplinary action, up to and including termination of employment.

Driver's Signature

Date

Supervisor's Signature

Date

**Mississippi Valley State University
Motor Vehicle and Fleet Management**

Motor Vehicle Incident Reporting Instructions for Drivers

On-scene instructions to be placed in the vehicle should include gathering the following information if able:

- Phone number(s) to which incidents are to be reported.
- Insurance carrier information that can be provided to other involved parties.
- Instructions for notifying the university's insurance carrier (if the university's reporting procedures designate this as a driver responsibility).
- Instructions for contracting law enforcement and emergency personnel; and instructions for contacting roadside assistance services, if available.
- Instructions for leaving the incident scene intact, securing the scene against further collisions or injuries until emergency personnel arrive, and meeting regulatory requirements (if any) for blood alcohol testing.
- A reminder to the driver that he or she should not admit fault for the incident.

Materials to consider placing in vehicle may also include a disposable camera for documenting the scene, a witness card for recording initial comments and contact data from potential witnesses, and a pen or pencil. Current Proof of Coverage from the liability insurance carrier should always be kept in vehicle.

Incident Information: Recommended information to be collected in the event of a motor vehicle incident are as follows:

- Name of other driver(s)
- Address of other driver(s)
- Phone number(s) of other driver(s)
- Driver's license number(s) of other driver(s)
- License plate number(s)
- Vehicle make and model

- Name of insurance carrier
- Insurance policy number
- Name, address, and phone number(s) of all parties involved in the incident, including passengers in each vehicle
- Name, address, and phone number(s) of all witnesses
- Date and time of the incident
- Location of the incident (intersection or milepost)
- The party to whom the driver's vehicle was registered (e.g., the university, the driver, another individual, or a rental agency)
- Name and phone number(s) of the investigating law enforcement officer on the scene, of any
- Any other entities responding at the scene (e.g., fire department, ambulance, hazardous materials unit)
- Citations issued
- A detailed narrative of the incident
- Space to allow the driver to make a sketch or diagram of the incident scene

**Mississippi Valley State University
Motor Vehicle and Fleet Management**

Factors to be Considered During an Incident Review

During a review of a motor vehicle incident, possible contributing factors may be considered using the following framework:

Driver:

- Driver's work schedule for at least the week preceding the incident
- Length of time on duty since the previous break prior to the incident
- Fatigue
- Scheduling demands on driver
- Motor vehicle record history
- Physical condition of the driver at the time of the incident
- Physical limitations of the driver at the time of the incident
- Training history
- Driver's emotional state

Vehicle:

- Maintenance and inspection records
- Vehicle condition
- Damage to the vehicle from the incident
- Suitability and safety of the vehicle for the work task
- Vehicle control layout
- Modifications to the vehicle that may have contributed to the incident

Operating Environment:

- Weather
- Road conditions
- Traffic conditions
- Route planning
- Delivery or service schedules

References

The following provides further information on factors that may be considered in determining causation:

NHTSA. Large truck crash causation study in the United States. U.S. Department of Transportation, National Highway Traffic Safety Administration:

<http://www.nrd.nhtsa.dot.gov/pdf/nrd-01/esv/esv18/cd/files/18ESV-00252.pdf>

A guide to determine motor vehicle accident preventability (revised edition). National Safety Council [2004]. Publication No. 22972-0000. Itasca, IL: National Safety Council.

U.S. Department of Transportation [1991]. Accident countermeasures manual:

<http://www.fmcsa.dot.gov/factsfigs/accidenthm/accidentman.htm>

**Mississippi Valley State University
Motor Vehicle and Fleet Management**

**Safety and Loss Control
Van Safety Recommendations**

The question is often asked, “Why are we so concerned about 15-passenger vans?” Two reasons are paramount, among others: first is the documented fact that these vehicles have demonstrated a propensity to be involved in roll-over crashes, with 70% fatality rate. The second reason is the rather precious cargo (human lives) that is typically on board, and the amount of this cargo. When something goes wrong, it can go wrong in a big way.

“Where do we get our information?”, is usually the second question. The standard bearer in this issue is the National Highway Traffic Safety Administration (NHTSA), which was created in Highway Safety Act of 1970. The NHTSA is responsible for reducing deaths, injuries, and economic losses due to traffic crashes. This is accomplished through research into traffic conditions, driver behavior, and vehicle design and then promoting ideas and strategies to improve overall safety on American roads.

A 2004 NHTSA study (and 49-page report) explored the relationship between vehicle occupancy and several other variables in the NHTSA Fatality Analysis and Reporting Systems (FARS) database and a 15-passenger van’s risk of rollover. The study examines statistics on fatal crashes involving 15-passenger vans from 1990 to 2002. The study also constructs a logistic regression model to model the effects of various factors, most importantly occupancy level, on the risk of rollover. The model is constructed using data from 1994 to 2001 on police-reported motor vehicle crashes in five states that are part of NHTSA’s State Data System (SDS).

The data show that between 1990 and 2002, there were 1,576 15-passenger vans involved in fatal crashes that resulted in 1,111 fatalities to occupants of such vans. Of these, 657 vans were in fatal, single vehicle crashes, of which 349 rolled over. In 450 of these vans, there was at least one fatality, totaling up to 684 occupant fatalities in single-vehicle crashes. The majority of fatally injured van occupants were not wearing seat belts. Only 14 percent of the fatally injured were restrained. Analysis of data from NHTSA’s SDS reveals that the rate of rollover observed for 15-passenger vans that are loaded above half their designed seating capacity is 2.2 times the rate observed for vans loaded to or below half their capacity. The odds of a rollover for a 15-passenger van at its designated seating capacity is more than five times the odds of a rollover when the driver is the only occupant in the van.

The agency also performed computer modeling to assess the handling of these vehicles. The modeling predicted under-steer for 15-passenger vans when lightly loaded, similar to minivan behavior. However, when heavily loaded, it predicted under-steer at low lateral acceleration, but over-steer at higher lateral accelerations. This transition to over-steer may pose safety problems for drivers who are unfamiliar with this characteristic. Loading

15-passenger vans to gross vehicle weight (GVW) also moved center of gravity rearward, increasing load on rear tires.

What makes 15-passenger vans so dangerous? Begin answering this by recognizing that these vans were originally designed to haul cargo - not people. Therefore, many of the safety features associated with typical passenger vehicles (like mini-vans, or buses) was omitted. In fact, 15-passenger vans are more like trucks, while mini-vans are more like cars. They have truck chassis, truck tires, and truck engines. Mini-vans are built on car chassis, with car suspensions and tires and engines. The 15-passenger vans are higher off the ground, longer, taller, heavier, have less visibility, and are more powerful than typical passenger vehicles. Add the weight of 15 people and some gear and you've got quite a truck-driving job ahead of you. Whoever is driving needs to be skilled, trained, and experienced.

Why can't we load them to maximum capacity? The center of gravity of an empty van is already higher than most passenger vehicles. The risk of having a rollover crash is about the same as for a pick-up truck, while the van is empty. As you add passengers, you add weight above the axles. If you pack the rear of the van first, you add weight behind the rear axle, shifting the center of gravity not only upward, but to the rear. This results in less ground pressure at the front, where you count on the front tires to steer with. The NHTSA report cited earlier stated that by the time you have ten people on board, you've tripled the risk of rollover that you had with only a driver on board. Fill all fifteen seats and the risk is now five times greater. Add in the difficulty in steering because your front wheels are barely touching the ground (and may even be coming off the ground if driving over bumps), and the risk is unacceptable.

Why all the focus on tires? The failure has been cited in many of the fatal crashes associated with these vans. With a vehicle weighing over 9,000 pounds, tires need to be above average. Manufacturers specify that light-truck (LT) tires are to be used for these vehicles rather than passenger (P) tires. The LT tires have many different qualities but the ability to take the weight and turn corners with it are two important ones. Ken Testorff, in a report he wrote for the U.S. Navy states that "a random check of government-owned and leased 15-passenger vans in mid-2001 revealed some had improper replacement tires installed. When tires don't meet the manufacturer's minimum standards for size, pressure, and load, you're asking for problems. Heat rapidly builds up in such cases, creating the potential for tire failure, which can cause a driver to lose control and wreck."

Tire pressure, even with the proper tires, must be checked with a gauge and adjusted to the tire and vehicle specifications. If you have the correct tires, this should be the same for both. Begin by checking the federal certification sticker usually found on the driver's door pillar. This lists the vehicle's gross weight load limits (per axle), required tire type and size, and cold inflation pressure for front and rear tires. Compare this to the tires that are actually on the van. If sub-standard tires are present, they should be replaced prior to further use. Note that the pressures usually differ from front to rear. The front is usually about 50 p.s.i. while the rear is usually about 80 p.s.i. Only a good tire pressure gauge will tell you if you need more air.

Why are 15-passenger van wrecks so often fatal? Eighty (80) percent of those who died in 15-passenger van crashes were not wearing seat belts. Even people who normally wear seat belts don't feel the need, or don't remember, to wear them when they get inside a van. The driver is the one person who usually remembers to fasten his or her seat belt, and is the one person who can remind others to do so - or the van doesn't leave the parking lot!

Lastly, what are your recommendations? The following were arrived at after studying numerous university, military, and other government agency procedures, NHTSA statistics and reports, and advice from the National Safety Council's Defensive Driving Course. They are written from the standpoint of preventing loss of life while still being able to accomplish objectives. Input has come from several universities within the IHL system. Universities can create their own procedures based on these recommendations. While stricter standards may be chosen, these recommendations should be considered minimum allowable considerations. Recommendations may be changed or added in the future as additional information is obtained.

Summary of Recommendations
IHL Safety and Loss Control

1. Drivers should be experienced.
How this is measured can vary:
 - a. Having held a driver's license for at least five years
 - b. Being of a certain age (25 is common) assuming they have been driving since the earliest allowable age (15 in MS)
 - c. Having driven a truck or other large vehicle could be part of experience (10 years driving a motorcycle may not help much when driving a 9,000 + lb. van with 15 lives on board)
2. Drivers should be skilled.
Do they have a good driving record, which includes vans or similar vehicles?
3. Drivers should be trained.
A driver training course should include a minimum of 4 hours in the classroom and should require demonstrated successful performance behind the wheel on a closed course. Content should include reference to actual university-owned vans, characteristics, manufacture's specifications, maintenance, accident statistics, risks, load placement, capacity, operation, defensive driving strategies, university policies, route/trip planning, emergency procedures, and other topics as identified.
4. Driving time should be limited.
Fatigue is a common factor in crash statistics. Universities should adopt a policy to prevent driver fatigue while safely accomplishing the mission of the group traveling. Consider driving time as related to wakeful time within a 24 hour period. A standard work day being eight hours, this might be a good limit for the average driver. The Department of Transportation allows more hours behind the wheel for commercial truck drivers, but requires the next eight hours to be "off duty". Taking a ten-minute break every 100 miles or two hours is also a recommendation of the National Safety Council.
5. Time of day should be limited.
National Safety Council discourages driving between the hours of midnight and 6:00 a.m. due to the condition of other drivers and the likelihood of fatigue and/or meeting other drivers who are intoxicated.
6. Drivers should be held responsible for the safe and lawful operation of the vehicle they are driving.
Auto insurance and the MS Tort Claims Act will apply to liabilities while operating in the course and scope of one's duties. Deviations from duty and violations of state or federal law should be understood. For these reasons and others, allowing non-employees to drive university-owned vehicles is

discouraged. Authorization for non-employees to drive university-owned/rented/leased vans should be documented.

7. Vans should carry no more than 10 people.
This includes the driver and up to nine passengers. This recommendation is based on NHTSA recommendations. With just ten passengers, the van will still be operating at triple the risk of rollover than if the van were empty. With eight people, the risk is 2.2X. Limiting the total number to eight is also a common practice. Removal of one or more rear seats will help facilitate this practice.
8. Vans should be loaded from front to rear.
Fill front seats first to avoid under-steering problems. All things being equal, place heaviest part of load (passengers or equipment) toward the front.
9. Roof racks or other “car-top carriers” should be prohibited.
The risk of rollover is magnified with the height of cargo.
10. Cargo should be low and secure.
Keeping the center of gravity low will reduce the risk of rollover. Tie-down straps, cargo cages, or other restraints should be used to prevent cargo from shifting during transit or from causing additional injury in the event of a collision.
11. All occupants must wear safety belts (lap and shoulder).
Drivers should make sure everyone is properly secured prior to operation of vehicle. The number of properly working seat belts should determine the maximum number of passengers.
12. Towing (if allowed) should not be done with passengers.
If it is absolutely necessary to tow a trailer with such a van, no more than one passenger (to assist driver) should be onboard the van. Other cargo within vehicle specifications can be allowed. Owner’s manual should be consulted for safe towing procedures and safe limits. Trailers must meet requirements as established in title 63 of MS Code. Only drivers with experience towing trailers should be allowed to operate vans with trailers attached. Avoiding the use of trailers is strongly suggested.
13. Backing should be performed with extra caution.
If a passenger is present, he or she should exit the van and stand near the rear of the van to give guidance to the driver as it is backed. Drivers should walk around the rear of the van prior to backing alone to ensure an otherwise unseen object or person is not in harm’s way.
14. Emergency equipment should include proof of insurance, fire extinguisher, first aid kit, highway warning triangles, and tire pressure gauge.

Larger items should be fastened securely to vehicle to prevent injury during a crash, protect equipment, and provide a reliable location when needed.

15. Drivers should conduct a pre-trip inspection prior to each trip.
A checklist should be used to document inspection and note any needed repairs. Standard items should include: actual tire pressure (requires tire pressure gauge), tread wear, all lights and signals, reflectors, windshield wipers, windshield washer, mirrors, brakes, fluid levels, belts, hoses, horn, emergency equipment, cargo security, and other as identified.
16. Monthly inspections should be performed by a qualified mechanic.
This is a more detailed inspection that is also documented, with repairs being made as needed. Reference should be made to any driver inspections made since previous monthly inspection.
17. Provisions for repair of safety-related items during travel should be identified.
Drivers will need authority and procedure for replacement of tires that are about to fail, or headlights or wiper blades that don't work, for example.
18. All recommendations apply to rental/leased vans as if they were university-owned.
The university will be expected to cover liabilities and ensure the safety of passengers regardless of ownership. If vehicles cannot meet standards established for university-owned vans, another source should be sought. Rental companies may have additional rules/procedures that should be followed, such as minimum age requirements for drivers. None of these recommendations is intended to exempt any rule or procedure from renting and leasing authorities.

**Mississippi Valley State University
Motor Vehicle and Fleet Management**

Guide to Hiring Bus Companies

Using a list of pre-qualified bus companies for transporting people to and from activities is the simplest way to ensure continuity and safety when outside vendors must be used.

- A. For criteria in establishing such a list, request the bus company's USDOT number, and log on to <http://www.safer.fmcsa.dot.gov/> for information, including:
- the bus company's current USDOT safety rating, if issued, and the date of the company's last compliance review (on-site inspection by motor carrier safety authorities)
 - whether the company is authorized to transport passengers for hire
 - whether the company has current insurance in force
 - the company's record of regulatory violations and roadside out-of-service violations, with a comparison to national averages
 - the company's highway crash history
- B. Whether or not you are working from a list of pre-qualified bus companies, ask the following questions and include similar language in contracts:
- Does the driver have a current commercial driver's license (CDL) with a passenger endorsement?
 - Does the driver possess a valid medical certificate?
 - Does the company have a driver drug and alcohol testing program that complies with USDOT regulations?
 - Will your trip be completed within the legal limit of 10 driving hours? If not, will there be a second driver or overnight rest stop schedule to legally complete the trip?
 - Does the company have its buses inspected annually? By whom?
 - Does the company have the required \$5 million of public liability insurance?
 - Can the university be named as an additional insured and certificate holder?
 - Does the company subcontract with others for equipment and/or drivers? If so, what is the name of the second bus company and its USDOT number?
 - Does the company have notification procedures for roadside emergencies and breakdowns? Is the driver equipped with a wireless communications device?

For more information on charter bus safety, visit: www.fmcsa.dot.gov/safetyprogs/bus.htm.



**MISSISSIPPI VALLEY STATE
 UNIVERSITY**

Vehicle Utilization Request

Date: _____

Name/Sponsor _____

Department _____

Name of Driver _____

Banner Org Number _____

Date to Depart _____

Date to Return _____

Type of Vehicle Desired:

<input type="checkbox"/> Car \$.60/mile	<input type="checkbox"/> Van \$.85/mile	<input type="checkbox"/> 25-Passenger Bus \$2.00/mile	<input type="checkbox"/> 40-Passenger Bus \$3.00/mile	<input type="checkbox"/> 52-Passenger Bus \$3.25/mile
--	--	--	--	--

Purpose of Travel:

Statement of Travel

Starting Point	Intermediate Point	Ending Point	Number of Miles	Rate Per Mile	Amount
				Select Rat	
				Select Rat	

BLANKET RATE – TRIPS TO ITTA BENA OR GREENWOOD, MS ONLY

\$100.00 – BUS

\$65.00 - VAN

Requested by _____
 Department Chair/Project Director

Approvals _____
 Budget Officer

Approvals _____
 Area Vice President (see Approval Limit Schedule)

 VP for Business & Finance or designee

 OSP / Title III / Private Grants Director

 President (see Approval Limit Schedule)

 Facilities Management

Turn-In Report

\$25.00 CLEANING FEE

Vehicle Number _____

	Speedometer
Ending	
Beginning	
Number of Actual Miles	
ACTUAL TOTAL	

**Mississippi Valley State University
Fuelman Fuel Tracking Report**

Week Ending _____ Department# _____ Driver _____

Week	Date	Vehicle	Odometer Reading	Gallons of Gas	Price Per Gallon	Total Cost	Receipt Yes*/No**
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

I certify that the above information is valid and correct to the best of my knowledge relative to the Fuelman Card use. Attached are receipts for verification of this report.

Signature: _____

Driver _____

Authorized Purchaser (PIN) _____

Supervisor _____

* - Attach Receipt

** - Attach Signed Statement and Explanation

Mississippi Valley State University

Vehicle Daily Log Sheet

Date	Vehicle No.	Driver	Ending Miles	Beginning Miles	Total Miles	Maintenance Type	Maintenance Information
							M T W T F S S
						Check Oil	
						Check H2O	
						Check Windshield Wipers	
						Check Windshield	
						Check Exterior Lighting	
						Check Transmission Fluid	
						Check Tires & Lug Nuts	
						Check Seatbelt	
						Check Power steering	
						Check Brake Fluid	
						Wash Date:	

**Mississippi Valley State University
Office of Admissions and Recruitment**

Vehicle Utilization Authorization

Authorized User: _____ Employee ID# _____

Vehicle # _____ Odometer Reading Ending _____

Beginning _____

Total Miles _____

Destination _____ Start Date & Time _____

Return Date & Time _____

Purpose _____

Approved _____

Director of Admissions & Recruitment

Date

For Office Use

ISSUED	RETURNED
() Auto Keys	() Auto Keys
() Fuelman Card	() Fuelman Card
	() Gasoline Tickets
	() Log In/Out Odometer Readings
Issued By: _____ Date _____	Issued By: _____ Date _____
Received By: _____ Date _____	Received By: _____ Date _____

Sections 1 and/or 2, and 4 MUST be completed for Fuelman Card requests/deletion.

Mississippi Valley State University



TO: Office of Business and Finance
 FROM: Fuelman Card Designee
 DATE: _____
 RE: Fuelman Card Request

REQUEST FOR FUELMAN CARD – SECTION 1

VEHICLE NO.	DEPARTMENT NAME	EMPLOYEE ASSIGNED
State the reason why card is needed:		

DELETION OF FUELMAN CARD – SECTION 2

VEHICLE NO.	EMPLOYEE REQUESTING DELETION	DELETED CARD NO.
State the reason why card is being deleted:		

FOR OFFICE USE ONLY

ISSUANCE/DELETION OF CARD – SECTION 3

Issuance Deletion

VEHICLE NO.	EMPLOYEE VEHICLE ASSIGNED TO	DATE OF ISSUANCE/DELETION	NEW CARD NO.	SIGNATURE

As supervisor, I am aware of the regulations and the use of the Fuelman card. I will check this card out and return it to the Transportation Office after fueling along with the signed gas ticket(s).

REQUIRED SIGNATURES – SECTION 4

 Department Head

 Vice President for Business and Finance

Processed By: _____



AUTOMOBILE LOSS NOTICE

DATE (MM/DD/YYYY)

AGENCY Galloway-Chandler-McKinney Insurance, LLC P.O. Box 9670 Columbus, MS 39705		INSURED LOCATION CODE #006 - MVSU	DATE OF LOSS AND TIME	AM PM
CONTACT NAME: Danielle Lloyd, CISR		CARRIER Union Standard Company	NAIC CODE	
PHONE (A/C, No. Ext): 662-328-0492	POLICY NUMBER CAA 4273611-48			
FAX (A/C, No): 662-329-3938	POLICY TYPE CAUT - Commercial Auto			
E-MAIL ADDRESS: danielle.lloyd@gcm-insurance.com	Policy Effective: 7/1/2021 - 7/1/2022			
CODE:	SUBCODE:			
AGENCY CUSTOMER ID: BOAROFT-01				

INSURED

NAME OF INSURED (First, Middle, Last) Board of Trustees of State Institutions of Higher Learning			INSURED'S MAILING ADDRESS 3825 Ridgewood Road Jackson, MS 39211	
DATE OF BIRTH	FEIN (if applicable)	MARITAL STATUS / CIVIL UNION (if applicable)		
PRIMARY PHONE # 601-432-6368	<input type="checkbox"/> HOME <input checked="" type="checkbox"/> BUS <input type="checkbox"/> CELL	SECONDARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL	PRIMARY E-MAIL ADDRESS: rdenne@mississippi.edu	
CONTACT <input checked="" type="checkbox"/> CONTACT INSURED			SECONDARY E-MAIL ADDRESS:	

NAME OF CONTACT (First, Middle, Last) Deborah Swinney			CONTACT'S MAILING ADDRESS Mississippi Valley State University 14000 Hwy 82 West #7265 Itta Bena, MS 38941-1400	
PRIMARY PHONE # 662-254-3302	<input type="checkbox"/> HOME <input checked="" type="checkbox"/> BUS <input type="checkbox"/> CELL	SECONDARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL	PRIMARY E-MAIL ADDRESS: dswinney@mvsu.edu	
WHEN TO CONTACT Anytime			SECONDARY E-MAIL ADDRESS:	

LOSS

LOCATION OF LOSS STREET: CITY, STATE, ZIP: COUNTRY:	POLICE OR FIRE DEPARTMENT CONTACTED
REPORT NUMBER	
DESCRIBE LOCATION OF LOSS IF NOT AT SPECIFIC STREET ADDRESS:	
DESCRIPTION OF ACCIDENT (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)	

INSURED VEHICLE

VEH #	YEAR	MAKE:	BODY TYPE:	PLATE NUMBER	STATE
OWNER'S NAME AND ADDRESS		(Check if same as insured)	V.I.N.:	PRIMARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL	SECONDARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL
DRIVER'S NAME AND ADDRESS		(Check if same as owner)		PRIMARY E-MAIL ADDRESS:	SECONDARY E-MAIL ADDRESS:
RELATION TO INSURED (Employee, family, etc.)	DATE OF BIRTH	DRIVER'S LICENSE NUMBER	STATE	PURPOSE OF USE	USED WITH PERMISSION? (Y/N)
DESCRIBE DAMAGE					
1. WAS A STANDARD CHILD PASSENGER RESTRAINT SYSTEM (CHILD SEAT) INSTALLED IN THE VEHICLE AT THE TIME OF THE ACCIDENT?					Y / N
2. WAS THE CHILD PASSENGER RESTRAINT SYSTEM (CHILD SEAT) IN USE BY A CHILD DURING THE TIME OF THE ACCIDENT?					Y / N
3. DID THE CHILD PASSENGER RESTRAINT SYSTEM (CHILD SEAT) SUSTAIN A LOSS AT THE TIME OF THE ACCIDENT?					Y / N
ESTIMATE AMOUNT:	WHERE CAN VEHICLE BE SEEN?:		WHEN CAN VEHICLE BE SEEN?:		
OTHER INSURANCE ON VEHICLE - CARRIER:				POLICY NUMBER:	

VEH #	YEAR	MAKE:	BODY TYPE:	PLATE NUMBER	STATE
		MODEL:	V.I.N.:		
DESCRIBE PROPERTY (Other Than Vehicle)					OTHER VEH/PROP INS? (Y/N)
CARRIER OR AGENCY NAME			NAIC CODE	POLICY NUMBER	
OWNER'S NAME AND ADDRESS			PRIMARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL		SECONDARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL
			PRIMARY E-MAIL ADDRESS:		
DRIVER'S NAME AND ADDRESS <input type="checkbox"/> (Check if same as owner)			PRIMARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL		SECONDARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL
			PRIMARY E-MAIL ADDRESS:		
DESCRIBE DAMAGE					
ESTIMATE AMOUNT		WHERE CAN DAMAGE BE SEEN?			

INJURED

NAME & ADDRESS	PHONE (A/C, No)	PED	INS VEH	OTH VEH	AGE	EXTENT OF INJURY
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

WITNESSES OR PASSENGERS

NAME & ADDRESS	PHONE (A/C, No)	INS VEH	OTH VEH	OTHER (Specify)
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

REPORTED BY	REPORTED TO
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REMARKS (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

APPLICABLE IN ALASKA

A person who knowingly and with intent to injure, defraud, or deceive an insurance company files a claim containing false, incomplete, or misleading information may be prosecuted under state law.

APPLICABLE IN ARIZONA

For your protection, Arizona law requires the following statement to appear on this form. Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties.

**APPLICABLE IN ARKANSAS, DELAWARE, KENTUCKY, LOUISIANA, MAINE, MICHIGAN, NEW JERSEY,
NEW MEXICO, NORTH DAKOTA, PENNSYLVANIA, RHODE ISLAND, SOUTH DAKOTA, TENNESSEE,
TEXAS, VIRGINIA, AND WEST VIRGINIA**

Any person who knowingly and with intent to defraud any insurance company or another person, files a statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact, material thereto, commits a fraudulent insurance act, which is a crime, subject to criminal prosecution and civil penalties. In LA, ME, TN, and VA, insurance benefits may also be denied.

APPLICABLE IN CALIFORNIA

For your protection, California law requires the following to appear on this form: Any person who knowingly presents a false or fraudulent claim for payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

APPLICABLE IN COLORADO

It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policy holder or claimant for the purpose of defrauding or attempting to defraud the policy holder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

APPLICABLE IN THE DISTRICT OF COLUMBIA

Warning: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits, if false information materially related to a claim was provided by the applicant.

APPLICABLE IN FLORIDA

Pursuant to S. 817.234, Florida Statutes, any person who, with the intent to injure, defraud, or deceive any insurer or insured, prepares, presents, or causes to be presented a proof of loss or estimate of cost or repair of damaged property in support of a claim under an insurance policy knowing that the proof of loss or estimate of claim or repairs contains any false, incomplete, or misleading information concerning any fact or thing material to the claim commits a felony of the third degree, punishable as provided in S. 775.082, S. 775.083, or S. 775.084, Florida Statutes.

APPLICABLE IN HAWAII

For your protection, Hawaii law requires you to be informed that presenting a fraudulent claim for payment of a loss or benefit is a crime punishable by fines or imprisonment, or both.

APPLICABLE IN IDAHO

Any person who knowingly and with the intent to injure, defraud, or deceive any insurance company files a statement of claim containing any false, incomplete or misleading information is guilty of a felony.

APPLICABLE IN INDIANA

A person who knowingly and with intent to defraud an insurer files a statement of claim containing any false, incomplete, or misleading information commits a felony.

APPLICABLE IN KANSAS

Any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act.

APPLICABLE IN MARYLAND

Any person who knowingly and [or]* willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly and [or]* willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. * [or] effective 01-01-2013

APPLICABLE IN MINNESOTA

A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

APPLICABLE IN NEVADA

Pursuant to NRS 686A.291, any person who knowingly and willfully files a statement of claim that contains any false, incomplete or misleading information concerning a material fact is guilty of a felony.

APPLICABLE IN NEW HAMPSHIRE

Any person who, with purpose to injure, defraud or deceive any insurance company, files a statement of claim containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20.

APPLICABLE IN NEW YORK

Any person who knowingly and with intent to defraud any insurance company or other person files an application for commercial insurance or a statement of claim for any commercial or personal insurance benefits containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, and any person who in connection with such application or claim knowingly makes or knowingly assists, abets, solicits or conspires with another to make a false report of the theft, destruction, damage or conversion of any motor vehicle to a law enforcement agency, the Department of Motor Vehicles or an insurance company, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the value of the subject motor vehicle or stated claim for each violation.

APPLICABLE IN OHIO

Any person who, with intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

APPLICABLE IN OKLAHOMA

WARNING: Any person who knowingly and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

APPLICABLE IN WASHINGTON

It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.