

The University Libraries Van Policy

Only University employees with proper departmental authorization may operate a University vehicle. Responsibility to approve requests by employees for use of University-owned or leased vehicles is delegated to Department/Activity Heads. Authorization to use a University vehicle shall be limited to official use within the scope of employment of the employee.

Operators of University vehicles must possess a valid operator's license issued by the state of the operator's legal residence. Operators must observe all parking and traffic regulations on and off campus. Operator and passenger(s) shall keep safety belts fastened at all times the vehicle is in motion, follow designated routes on campus, and yield to pedestrians.

Passengers in University vehicles shall be limited to the following:

- University employees when within the scope of employment;
- University students engaged in institutionally sponsored activities; and
- Other persons when there is a business necessity for them to accompany an employee on official business or as guests of the University.

Employees who misuse University vehicles will be subject to disciplinary sanctions depending upon the magnitude of the misuse and the frequency with which it has occurred. In the event an employee misuses a university vehicle, he or she will be subject to one or more of the following penalties: written reprimand or warning, suspension without pay, dismissal, and/or payment for damages to the vehicle. Misuse includes, but is not limited to, any of the following:

- Utilization of radar detection in University vehicles (except in police cars);
- Violation of traffic laws; this includes exceeding posted speed limits, reckless driving, and illegal parking;
- Careless operation that results in damage to the vehicle or injury to person or property;
- Use of a vehicle for personal business or unauthorized commuting purposes; or
- Use of a vehicle contrary to the provisions of this policy.

While the University Libraries' van is intended primarily for daily use in the immediate Memphis area, it can be made available for road trips that are work related. The following general guidelines will apply:

1. Reservations are first come, first served and require the requester to complete the appropriate request form.
2. To reserve the University Libraries' van please see Administration office staff.
3. A 2 weeks advance notice is required to reserve to van.
4. Drivers that are approved must submit license and proof of insurance to be copied and filed in administration office.
5. If a group is traveling and multiple drivers will share driving, each driver must be a university employee who can show proof of insurance and a valid driver's license.
6. Drivers must have current proof of insurance and license with them when driving the vehicle.
7. The maximum time the van can be used for a road trip is 3 consecutive business days.
8. Gas purchases will be handled by cash reimbursement voucher.
9. The cost of gas will be charged against the PO for the trip.
10. The van is a smoke free vehicle; smoking in the van will be considered misuse.
11. In case of a maintenance emergency, contact any nearby garage and request an invoice for the university (if the driver or any passenger has a membership with AAA or other roadside assistance service it is okay to call that service).
12. Travel distance approval must come from the administration office.
13. An operator who receives a ticket for violating traffic law is responsible for the ticket.
14. Report problems or concerns to building manager.

10-01-08: All University vehicles shall be used in accordance with the provisions of Tennessee Board of Regents (TBR) Policy 4:03:02:00 Motor Vehicles.

REQUEST FOR USE OF PASSENGER VAN

****Please read the University Libraries Van Policy before completing this form****
All first time drivers must submit a copy of their driver's license and insurance with this form.
Request must be submitted two weeks prior to the event

PRIMARY DRIVER INFORMATION

Is this your first time driving this van? Yes No. If not, has your insurance or driver's license information changed?
 Yes No. If yes, please present a copy of the new information.

NAME: _____ DEPT: _____ DATE: _____

INSURANCE: Company _____ Policy #: _____ Exp. Date: _____

LICENSE: Number: _____ State: _____ Exp. Date: _____ STATE OF RESIDENCE: _____

SECONDARY DRIVER INFORMATION (If more than 2 drivers, add a separate sheet)

Is this your first time driving this van? Yes No. If not, has your insurance or driver's license information changed?
 Yes No. If yes, please present a copy of the new information.

NAME: _____ DEPT: _____

INSURANCE: Company _____ Policy #: _____ Exp. Date: _____

LICENSE: Number: _____ State: _____ Exp. Date: _____ STATE OF RESIDENCE: _____

EVENT INFORMATION

NAME: _____ DATE: _____ PLACE: _____

DEPARTURE: Date: _____ Time: _____ RETURN: Date: _____ Time: _____

PURPOSE: _____

PASSENGERS (Please list all passengers)

I agree (a) that the vehicle shall not be used to carry passengers or property for hire; (b) that the vehicle shall not be used to carry passengers other than in the interior or cab of the vehicle; (c) that the vehicle shall not be used to carry passengers in excess of the capacity thereof; (d) not to use the vehicle to push, propel or tow another vehicle, trailer or any other thing without the written permission of the library; (e) not to use the vehicle for any race or competition; (f) not to use the vehicle for any illegal purpose; (g) not to operate the vehicle in a negligent manner; (h) not to permit the vehicle to be operated by any other person without written permission from the library; and (i) not to carry passengers, property or materials in excess of the rated weight carrying capacity of the vehicle; (j) not to use the vehicle for personal use. I have read the University Libraries Van Policy and agree to all of the terms.

Signature (Primary Driver): _____ Date: _____

Signature (Secondary Driver): _____ Date: _____

*** OFFICE USE ONLY ***

Building Manager complete van information:

Van Available? Yes No. If not, why? _____

Mileage: Before Trip _____ After Trip: _____

Performed van inspection/maintenance: Yes No (write inspection/maintenance results on the back)

Building Manager's Signature: _____ Date: _____

Dean's Action: Approved Denied Dean's Comments: _____

Dean's Signature: _____ Date: _____