

College of DuPage

FLEET VEHICLE USE PROCEDURE

Purpose:

College of DuPage maintains a shared-use fleet of College-owned vehicles which are available to administrators, faculty, and staff for use in supporting the College's mission. The shared-use fleet vehicles represent a significant investment for the College and a potential liability if they are improperly used. This procedure is intended to provide a framework for:

- Fleet vehicle user responsibilities
- Fleet vehicle chargeback accounting
- Fleet vehicle management roles & responsibilities

This procedure is intended to supplement applicable federal, state and local laws, including College Board Policies and the College Administrative Procedure Manual, including but not limited to Board Policy 15-460 and the College Administrative Procedure 15-460. If there are any inconsistencies with this procedure, the above laws and/or Board Policies and/or College Administrative Procedure manual will supersede this procedure.

Fleet Vehicle User Responsibilities:

Fleet Vehicle Reservations

The College maintains a fleet of cars, vans, and multi-passenger buses. All multi-passenger bus listings do not include the driver in the amount of passengers. Vehicle quantities and types vary with the needs of the College. These shared-use vehicles may be used by administrators, faculty and staff for College-related business only.

A. Reservation Priority Process

1. Reservations will be made on a first-come, first-served basis. However, student-related (i.e. academic, athletic) needs will take priority.
2. Support Services will make every effort to accommodate each vehicle request. Support Services reserves the right to assign specific vehicles in the best interest of fleet maintenance. Vehicles are not intended for permanent or long-term use. Requests that exceed a one-week period may require the utilization of rental vehicles from an outside car rental agency. The cost of any outside rental vehicles and gasoline shall be supported by the requestor's departmental budget.

B. Making Reservations

1. Reservations must be made through Support Services. The requisition form can be found on the Campus Services website. When the form is completed, it can be submitted to Support Services via email (support@cod.edu), fax (630-942-4359), or it can be brought to Support Services in IRC 1001.
2. A faculty or staff member must make the reservation; no reservations by students will be accepted.
3. If a reservation is no longer needed, please cancel the reservation immediately so the vehicle will be available for use by others. If you neglect to cancel at least 24 hours in advance, and vehicles were rented externally to fulfill the requested needs of the day, your department will be charged for the rental vehicle cost.
4. Reserve the vehicle only for the time period required.

5. Send a completed and approved Vehicle Requisition Form for each vehicle you are requesting as soon as your travel plans are arranged. The Form can be found on the COD Employee Portal, Campus Services Website, or emailed upon request. Please note that a separate Requisition Form is required for each vehicle requested, with correct driver information. No vehicle will be officially scheduled without receipt of the completed form. While a temporary "hold" may be placed on a vehicle prior to receipt of the form, this "hold" may be bumped to accommodate a need where a form has been received. The Requisition form must be received by Support Services no later than 48 hours prior to the requested use date; vehicle keys will not be issued without a completed form, which must include the signature of the driver and authorized budget manager, as well as a copy of the Driver's License, and Training Checklist as applicable.
6. If a scheduled vehicle is deemed not available for use due to required repairs by the Facilities Operations and Maintenance Department, Support Services will be notified within eight (8) hours. The Facilities Department will provide a return to service estimate within 24 hours of removing the vehicle from the available fleet to Support Services, updating Support Services as needed on an estimated return to service date. The Facilities Department will make every effort to return the vehicle in a timely fashion, but will make no guarantee of a vehicle being ready for use until repairs and inspections are complete. In these situations, Support Services will make every effort to identify a replacement vehicle and will notify the scheduled driver of the status.

Fleet Vehicle Operating Responsibilities

A. Obtaining the Vehicle

1. Support Services, IRC 1001 is open between the hours of 7:00 a.m. and 6:00 p.m. Monday through Friday (Monday through Thursday during College Summer Hours) for vehicle check-out. Outside of these hours, Support Services staff will deliver keys to the College Police Department in SRC 2100 for vehicles reserved for weekend use.
2. At Check-out, drivers will receive a plastic envelope with the vehicle keys, a vehicle log, a Certificate of Insurance, an Emergency Instructions & Contact Card, and a Vehicle Use Check In/Out form. To confirm all information and keys received are correct, the driver will be asked to sign and date the vehicle log, which can be found in the front pouch of the plastic envelope. Drivers will also sign and date the requisition at this time to confirm pick-up.
3. Drivers will be required to present their current valid driver's license. A copy of the current valid driver's license will be maintained in a locked cabinet in Support Services.
4. Drivers requesting use of a multi-passenger bus will be required to complete training provided by the Coordinator / Risk Management in the Environmental Health and Safety Department. A Vehicle Training Checklist signed by the Coordinator / Risk Management will need to be presented at Support Services prior to keys being provided. The Vehicle Training Checklist will be held by Support Services. When a new vehicle is added to the fleet, the Coordinator / Risk Management will send a notice to all previously trained drivers, advising them that they will be required to complete training on the new vehicle prior to driving it. The Support Services Supervisor will also be notified of this requirement, and will ensure completed Training Checklists are obtained from drivers at Check-Out of the new vehicle.
5. Fleet vehicles are parked in designated spaces near the IRC building. The vehicles are in the parking lot on the west side of the IRC. The envelope received for the vehicle will list the number of the vehicle.
6. Prior to departure, complete the Check-Out portion of the Vehicle Use Check In/Out Form. Before departure:
 - i. Inspect the exterior appearance.
 - ii. Inspect the interior appearance.
 - iii. Record beginning odometer reading.
 - iv. Note the position of the gas gauge.

7. If a minor problem is identified between 6:30 a.m. and 3:00 p.m., please report it to Facilities at (630) 942-4440. If urgent, please notify the facilities operator that service is needed right away.
8. Users shall not remove seats or modify vehicles in any way. If you need assistance, please contact Facilities, ext. 4440. A cargo van is available in the fleet for transporting equipment and other large items.

Vehicle Operation

- ☑ Illinois law requires that all passengers and drivers wear safety belts. It is the responsibility of the driver to ensure all passengers obey this law.
- ☑ Smoking is prohibited in all college vehicles (Public Act 095-0017).
- ☑ I-Pass transponders shall not be removed from the vehicles for any reason. Use of fleet I-Pass for personal or other non-College business is strictly prohibited. Persons removing this equipment will be held personally responsible for any misuse or replacement if this equipment is damaged, lost or stolen, when removed from the vehicle.
- ☑ In the event of a vehicle break-down, call the College of DuPage Police Department at 630-942-2000 for instructions. They are available to assist 7 days a week, 24-hours a day.
- ☑ Facilities Operations & Maintenance will ensure there is a sticker affixed to the dashboard of all vehicles containing emergency instructions and contacts. In the event of an accident:
 - ☑ Make sure all occupants are safe. Seek medical assistance immediately if anyone is injured.
 - ☑ If possible, get all occupants out of the vehicle and off the road.
 - ☑ Contact the local authorities and the COD Police Department at (630) 942-2000. The Police will determine what additional action is required (i.e. immediate notification of Buildings & Grounds Manager to arrange for towing service) and give appropriate direction to driver.
 - ☑ Ensure proper insurance information is exchanged. College insurance information is listed on card included in the packet provided by Support Services.
 - ☑ Upon return to the College, contact Support Services at (630) 942-3500 and Risk Management at (630) 942-2993 for additional instructions.

☑ Returning the Vehicle

- ☑ Vehicles should be returned to the College with a full tank of gas to ensure the next driver has adequate gasoline. During Facilities Department hours of 6:30 a.m. - 3:00 p.m., fuel may be obtained at the College fuel pump located at the Campus Maintenance Center; drivers must contact an authorized Facilities staff member to fuel the vehicle. During the hours of 3:00 p.m. - 6:30 a.m., the driver is responsible for filling the gas tank using their personal credit card or cash, and submitting receipts through the Concur system for reimbursement. For Group Travel only (Athletics, Field & Experiential Learning, etc.), Cash Advances may be requested via the Concur system for gas purchases. Failure to return a vehicle without a full tank of gas will result in a charge to the user's department to cover the cost of the gas; reoccurring non-compliance shall result in the suspension of vehicle use privileges.
- ☑ Park the vehicle in the same spot you picked it up from. If the space is occupied, park the vehicle in another space in the same area.
- ☑ Complete the Vehicle Use Check In/Out Form, including:
 - ☑ Complete ending odometer reading. Please note that the mileage will be reviewed at check-in and logged prior to completion of the check-in process to ensure accuracy of the chargeback process.
 - ☑ Note damage to exterior or interior of the vehicle.
 - ☑ Note any mechanical issues encountered during your trip.

- iv. Note position of gas gauge.
 - v. Sign and date the completed form.
4. The plastic folder received at Check-Out, with all keys, documents, and completed Vehicle Use Check In/Out form shall be returned in person to Support Services promptly after use. Failure to return keys or required forms after use shall result in the suspension of vehicle use privileges until items are returned. For weekend and after-hours returns, return items the following business day. Please do not use intercampus mail or put items in the mailbox.
 5. Vehicles should be returned clean and ready for use by the next party.

Fleet Vehicle Chargeback and Accounting:

1. Use of fleet vehicles will be charged as follows:
 - i. Users will be assessed a mileage fee which shall be charged to the user's departmental budget. The rates include the cost of oil, I-Pass charges, and maintenance of the vehicles. A list of rates for the current fiscal year are available upon request and can be found on the Campus Services website.
 - ii. Support Services provides the Finance Department with vehicle charges at the end of each month. The Finance Department will then charge the user's departments the requisite amount.
2. A fee of \$185.00 shall be assessed for all lost keys to cover the cost of changing locks.
3. The Facilities Operations & Maintenance Staff will check returned vehicles daily. Any vehicle returned with garbage inside shall be assessed a cleaning fee of \$25.00. Multiple offenses shall result in a suspension of college vehicle privileges.
4. Payments for traffic and parking violations shall be the personal responsibility of the driver.

Fleet Vehicle Management Roles and Responsibilities:

Facilities Operations and Maintenance

The Facilities Operations & Maintenance Department is responsible for purchase, maintenance, and allocation of shared-use vehicles, including:

A. Maintenance

1. All available shared-use fleet vehicles will be checked for maintenance and condition every weekday morning; a work order will be initiated for required maintenance or repair. Routine maintenance will be provided as deemed appropriate by Facilities staff. Facilities staff will notify Support Services if any vehicle will be de-commissioned for an extended period due to maintenance.
2. The Manager of Buildings & Grounds will determine if damage to a vehicle is deemed greater than normal wear and tear. If so, additional charges will be assessed and charged by Facilities Maintenance & Operations to the user based on estimated cost of repair.
3. Facilities Management will ensure I-Pass transponders are available to users. Payment of fees for transponders will be the responsibility of Facilities, and costs should be considered in the mileage fee calculation.

B. Usage Costs

Establishing and charging for usage costs is the responsibility of the Facilities Operations & Maintenance Department, as they are responsible for fleet-related budgets.

1. Mileage fees will include costs of vehicle depreciation, maintenance, oil, labor, and I-Pass fees. Mileage fees will be reviewed and updated annually by Facilities Operations & Maintenance, with depreciation input and review by the Financial Affairs Department and annual mileage provided by Support Services. The annual review

of the mileage fee will be completed prior to the budget planning cycle for the next year; an updated Budget Memo for Fleet Vehicle Usage Rates will be distributed by the Budget Manager in Financial Affairs as part of the annual budget information packet.

2. Changes to mileage fees for shared-use fleet vehicles must be reported in writing by Facilities to Support Services Supervisor to ensure appropriate chargebacks to user departments.
3. Charges for any items/services, other than vehicle use charges, will be processed by the Manager of Buildings & Grounds, to include: key replacement fees, additional cleaning fees, damage and repair costs, and gasoline charges if the vehicle is returned without a full tank of gas.
4. The budget and revenue accounts for fleet vehicles are maintained by the Facilities Operations & Maintenance Department.

C. Training

1. The Risk Management Coordinator is responsible for providing training to all drivers of the multi-passenger buses.
 - i. Training is coordinated through the Risk Management Coordinator at ext. 2993.
 - ii. A Vehicle Training Checklist, signed by the trainer, will be required at the Check-Out process prior to assignment of a vehicle.
 - iii. When a new multi-passenger bus is purchased, the Manager of Buildings & Grounds will notify all trained drivers that they will be required to complete training on the new vehicle prior to driving it. The Manager of Buildings & Grounds will also notify Support Services Supervisor of this requirement.

Support Services

Due to its convenient location for fleet vehicle users and its extended accessibility as a result of longer service hours, Support Services is responsible for the vehicle scheduling and the check in/out process. Support Services is also responsible for providing information to the Financial Affairs Department for charging user departments. A summary of Support Services' responsibilities are listed below:

A. Vehicle Scheduling

1. Completed and signed Vehicle Requisition Form submitted a minimum of 48 hours prior to scheduled use; incomplete forms will be returned to requester.
2. No vehicle will be scheduled without a completed Vehicle Requisition Form.
3. Each Friday (Thursday during summer hours), Support Services will provide the College Police Department with a copy of the vehicle schedule, prepared check-out packets for those vehicles that are scheduled for pick-up over the weekend or after hours, and a plastic folder with one set of keys for each vehicle not checked out for the weekend marked "In case of emergency". All unused folders will be picked up by Support Services' staff on the following Monday morning.
4. Requests for charter or school buses, and Enterprise Rental should be directed to the Purchasing Department to ensure contract pricing.

B. Vehicle Check In/Out

1. Support Services' staff is responsible for ensuring the following items are received as indicated in the Fleet Vehicle Operating Responsibilities section of this Procedure, including:
 - i. A copy of the user's current valid driver's license will be made and held on file. A spreadsheet will be maintained and reviewed monthly for license expirations. If files reflect expiration of a license, a copy of the new license will be required prior to use of a fleet vehicle.

ii. A copy of the Vehicle Training Checklist will be required for any driver of a 12, 13, or 14 passenger bus. Training can be scheduled through the Risk Management Coordinator at ext. 2993. No bus will be assigned to a driver without the prerequisite training, and a completed and signed Training Checklist on file in Support Services.

iii. Completed and signed Vehicle Use Check In/Out Form due at check-in (return) of vehicle; incomplete forms will be returned to requester for completion.

- o If a delay in Check-In of a vehicle as a result of incomplete forms occurs, and the delay impacts the ability of another scheduled user to pick-up the vehicle, there may be an additional charge to the department based on the need for a rental vehicle.

- o During the Check-In process, a Support Services' staff member will log the mileage on a running spreadsheet to ensure mileage noted is reasonable. If there is a discrepancy between the ending mileage of the previous use and the beginning mileage of the use at hand of greater than 10 miles, the Manager of Buildings & Grounds will be contacted for confirmation of use by the Facilities Department.

iv. At Vehicle Check-In, if a problem with the vehicle is identified on the Vehicle Use Check In/Out Form or reported to Support Services, Support Services will report it to the Facilities Operations and Maintenance Department at ext. 4440. Facilities Operations and Maintenance will create a work order with detailed information on the issue and the name of the driver who reported the issue, and will assign it to the appropriate Facilities personnel. Support Services will be notified immediately after the issue is fixed and the vehicle is back in operation. Facilities Operations & Maintenance will determine if charges will be assessed for the issue reported, and will charge the user as appropriate.

C. Vehicle Use Chargebacks

1. Support Services calculates vehicle use charges using the mileage cost provided by Facilities Operations & Maintenance and the mileage driven as shown on the Check In/Out form. The total cost is logged on both the Vehicle Requisition Form and the Vehicle Use Check In/Out Form.

2. The Support Services Supervisor will prepare the spreadsheet as required by the Financial Affairs Department to include:

- i. A line item for each vehicle use.

- ii. Each line item will include: date of use, vehicle #, driver name, department name, GL account #, amount to be charged (calculated as mileage * rate), and description.

- iii. Field Studies line items are to be separated from other line items, with a separate total.

3. The Support Services Supervisor will submit the following documentation as required by the Financial Affairs Department on a monthly basis for chargeback purposes:

- i. A paper copy of all Vehicle Requisition Forms; originals maintained in Support Services.

- ii. An electronic and paper copy of the chargeback spreadsheet prepared by the Support Services Supervisor in the format required by Financial Affairs.

END OF DOCUMENT

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