

# The following fleet vehicle conditions apply:

## **General**

Fleet vehicles are available to University departments for official travel only. Drivers must be a full time employee of the University and a member of the requesting department. Vehicle Reservations must be approved by the Department Head, Dean and/or Director, and sent to Auxiliary Services before a fleet vehicle can be released.

## **Restrictions**

Alcohol consumption, smoking and / or drug use is strictly prohibited during the use of the fleet vehicle. Firearms, ammunition, and/or explosives of any type will not be transported (University Law Enforcement Officers excluded). Fleet vehicles will not be used to propel or tow any vehicle, trailer or other object. Fleet vehicles will not take part in any race, contest or be used for any illegal purposes. No animals are allowed in the vehicles except for seeing eye dogs.

## **Drivers**

Drivers must be a full time employee of the University and a member of the department making the fleet vehicle request. Drivers must hold a valid United States driver's license and is personally responsible for any parking or traffic violations.

## **Passengers**

Passengers must be affiliated with the program that the fleet vehicle is being used for (i.e. transportation of conference attendees, etc.). No hitchhikers or unauthorized riders will be allowed, including family members of users. Passengers are restricted to appropriate passenger compartments only.

## **Reservations & Pick up**

Users must first reserve a fleet vehicle using the online Vehicle Reservation Form. Users can pick up a fleet vehicle between the hours of 8 am and 5 pm Monday through Thursday and from 8 am to 2:30 pm on Friday.

## **Charges**

A full tank of gasoline is provided. If the fleet vehicle is brought back with less than a full tank of gas, the using department will be charged the cost to refill plus a surcharge of \$20. If the fleet vehicle is returned excessively dirty, the using department will be charged the cost of cleaning plus a surcharge of \$20. If the fleet vehicle is damaged, the using department will pay the cost of the damage not to exceed the insurance deductible.

## **Purchases on the Trip**

A fuel credit card is to be used for fuel costs only. ALL FLEET VEHICLES HAVE A FUEL CARD ASSIGNED TO THEM (these are located in the glove compartments). VSU employees are issued fuel card pin numbers for such use. **If you do not have a fuel card PIN number, please contact the Procurement Office *prior* to filling out the Fleet Vehicle Request Form.** Fuel card receipts must be returned to your departmental supervisor. No personal purchases may be made through the use of this card.

***Property of Others***

Neither Valdosta State University, nor VSU Auxiliary Services, is responsible for loss or damage to personal property loaded, stored or transported in fleet vehicles.