



Department: Financial Affairs

Policy Title: Use of Institutional Vehicles

Date Issued:

Date Revised:

Approved by:

Employees may submit requests to reserve Doane vehicles by going onto Doane's website and completing the fleet request form. Drivers are required to complete a certification process in order to drive Doane vehicles. This process begins in the Business Office. All drivers must have their current and valid driver's license on file with the Business Office. Drivers will have their motor vehicle driving records checked by the University's insurer.

1. The University's insurer may prohibit drivers with more than one violation on their record from driving or may be required to take defensive driving courses. All coaches, admissions and advancement personnel and certain faculty may be required to drive. Loss of driving privileges may be a reason for termination or require consideration on behalf of the employer for loss of this privilege. All drivers will be required to attend a driver training course prior to use of the University vehicles.
2. Students are allowed to drive University vehicles provided they complete the driver certification process. This includes van driver training, and a motor vehicle report check of driver's license information.

The person scheduling the vehicle is responsible for pick-up and return of the vehicle in good condition. Maintenance problems are to be reported immediately to the Fleet Manager. Vehicles should be returned with a full tank of gas, cleaned of all trash and personal items, windows closed and vehicle locked. Vehicles must be returned at the agreed time. Because of heavy scheduling of University vehicles, please respect this request.

If negligent driving results in an accident, the driver may be required to share costs in repair of the vehicle.

Due to insurance requirements, use of vehicles is restricted to approved activities and institutional business. Additionally, students must observe all the above elements pertaining to University employees.

DEPARTMENTS WILL BE CHARGED THE FOLLOWING RATES PER MILE FOR THE USE OF THESE VEHICLES:



DOANE

Policies & Procedures

- Cars/Mini Vans \$.29 cents per mile
- Full-size Vans \$.39 cents per mile

Charges will be made to departmental accounts by journal entry, initiated by the Business Office with the appropriate account number for resulting charges.

Persons paying institutional expenses out-of-pocket (such as paying for gasoline with cash rather than a credit card) should notify Business Office staff when the vehicle is returned in order to obtain a refund. Receipts are required.

There is a sheet on the van clipboard for mileage. Driver's are required to write down the beginning and ending mileage. This sheet along with the van key and gas card are turned into the Facilities Department at the end of the trip.