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# EAST TENNESSEE STATE UNIVERSITY

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## Facilities Management

**Policy Number:** 900.1

**Title:** Vehicle Use Policy

**Implementation Date:** July 25<sup>th</sup>, 2016

### **Purpose**

To establish standards regarding the safe use, operation, and maintenance of university owned or leased vehicles, including utility vehicles, golf carts, and all-terrain vehicles.

### **Scope**

This policy applies to all employees in Facilities Management, including temporary employees.

### **Procedures**

**The following requirements apply to any type of university owned or leased vehicle, including utility vehicles, golf carts, and all-terrain vehicles:**

1. All employees will use safety belts, if so equipped.
2. All employees must possess a valid driver's license before operating.
3. Employees must have their license on their person while operating.
4. All employees must immediately contact Public Safety or police services having jurisdiction if they are involved in an accident and property damage occurs to the public (e.g. privately-owned vehicles or private property). **If injuries are involved, immediately contact 911 for emergency services.**
5. All employees involved in an accident (where only university property is damaged) must report the accident immediately to their supervisor. The supervisor will complete a *Facilities Property Damage Report Appendix A* and submit to the Director of Environmental Health & Safety.
6. Operators and passengers will keep all appendages (arms, legs, feet, etc.) in the vehicle during operation.
7. Employees are prohibited from riding in trailers or other pulled equipment not designed for passenger occupancy.

Note: Golf carts cannot be driven on any city street (this includes use of Southwest Ave. to access Buc Ridge). To access Buc Ridge in a golf cart, use the sidewalk on the east side of the road to access Treasure Lane (university owned). Keep in mind that pedestrians have the right-of-way. The VA campus is not considered city streets.

Note: All utility vehicles are prohibited to drive on College Heights Road (to access the golf course or access campus from the golf course) when wet/icy/snowy road conditions exist. Only service trucks/cars will be used on College Heights Road when these conditions exist.

### **Special Assignments and Personal Use**

In general, employees will leave University owned vehicles parked on campus when not in use to perform job duties. On a case by case basis The Associate Vice President for Facilities Management may approve an employee to drive the vehicle to their residence if travel to or from a destination will occur before or after normal working hours.

A vehicle may be assigned to a specific employee to perform their official duties and personal use if their job regularly requires travel after normal work hours. This situation is normally limited to vice presidents, executive staff, and professional staff. The Chief Operating Officer must approve any specialty assignments. In general, this provision of a University vehicle is considered a taxable fringe benefit to the extent the vehicle is used by the employee for personal purposes. Employees who are assigned a vehicle on a 24-hour, 7 day-a-week basis should notify their insurance carrier to properly insure any personal exposure.

### **Responsibilities**

All Facility Management employees, managers, and supervisors are responsible for reading and reviewing this policy. All Facilities Management employees using university vehicles are responsible for adhering to this policy. All Facilities Management directors, associate directors, and supervisors will ensure that their subordinates adhere to this policy. Facilities Management employees who fail to comply with this policy may be subject to progressive disciplinary action for non-compliance with university policies.

### **References**

Tenn. Code Ann. § 55-9-603 (2016) - **Use of safety belts in passenger vehicles**

### **Contact Persons**

Associate Vice President of Capital Planning and Facilities Services  
Director of Facilities Management Operations  
Director of Environmental Health and Safety  
Health and Safety Specialist

**Approved by:** \_\_\_\_\_  
Laura Bailey, Associate Vice President, Capital Planning and  
Facilities Services

**Date approved:** \_\_\_\_\_

Audited: March, 2017  
February 2022

Revised: July 19<sup>th</sup>, 2017  
February 2022

**Facilities Property Damage Report Form (Appendix A)**

Employee Name(s): \_\_\_\_\_

Incident Date: \_\_\_\_\_

Shop: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Exact Location of Incident (**take photos if necessary to identify location and hazards, if present**):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Weather Conditions (if outside): \_\_\_\_\_

Lighting Condition:

\_\_\_\_\_

Description of Property Damage (**take photos**):

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_