

**Effective Date: 12/31/2014**

**Subject: Facilities - BRTC Vehicles**

**General Procedures**

1. BRTC vehicles are to be used for official use only and are not to be used for personal business.

2. All employees are encouraged to use BRTC vehicles rather than personal vehicles for official business when possible in order to increase utilization and decrease costs of reimbursement.

3. BRTC owned vehicles shall display red State license plate tags with appropriate BRTC side decals.

4. No smoking is allowed in BRTC vehicles.

5. Transportation service is supervised by the Director of Physical Plant. Vehicles are charged at the current state mileage rate to the requesting department. All associated fuel costs will be charged to the Maintenance department. Additional charges to the department may occur if the vehicle is returned with damage not previously noted or if the vehicle requires cleaning above and beyond what would be considered normal.

**Requirements for Drivers**

1. Operators of BRTC vehicles shall be members of the faculty, staff or any person authorized by the Vice President of Administration.

2. Each driver of a BRTC vehicle must hold a valid operator’s license in accordance with the requirements of all applicable Arkansas State Laws and have the license in his/her possession when operating a BRTC vehicle.

**Procedures for Requesting BRTC Vehicles**

1. Transportation service is supervised by the Director of Physical Plant.

2. Vehicle assignments are based on the maximum benefit to BRTC; no department or person receives priority over another in scheduling vehicles unless transporting students.

3. All requests for the use of BRTC vehicles should be made to the Director of Physical Plant using the official request form signed by their department VP.

4. Requests for BRTC vehicle assignments should be made as far in advance as possible but must be 5 days prior to departure.

5. Vehicles are assigned by priority and shall be based upon the nature of the trip. The transportation of students will have a higher priority. Multiple requests for transportation on a specific date will be handled on a first come bases.

6. Maintenance will notify all requesters for transportation of any potential issues or approval involving the scheduling of the vehicles so that alternate arrangements can be made.

7. A cancellation notice should be given to maintenance as soon as possible if a scheduled vehicle is not needed.

**Obtaining vehicles:**

1. After a vehicle is assigned to a person for use on a given day, the person may pick up the keys at the Maintenance shop during normal working hours (Monday – Friday, 7:00 a.m. to 4:00 p.m.). When a trip begins before normal business hours, the keys should be picked up prior to the close of business at the Maintenance shop on the last working day before the trip.

**Returning vehicles:**

1. Upon returning the vehicle to the Maintenance shop, the driver is responsible for the following:

a. Verify that all personal items including trash have been removed from the vehicle.

b. Lock the vehicle and give maintenance the keys.

c. Inform maintenance of any problems concerning the vehicle as well as any mechanical difficulties.

**Fuel Purchases**

1. Any purchase of fuel will be billed to the credit card that is issued for the vehicle. All vehicles will have a clear envelope with a log sheet that must be properly filled out when purchasing fuel. All receipts must be placed in the envelope. Vehicle users must ensure that the receipts are legible and reflects the number of gallons, the price per gallon, vehicle mileage, total cost of the fuel, and signature of driver.

**Involvement in Accident**

1. The drive should obtain the following information when involved in an accident:

a. Name of the driver(s) of other vehicle(s).

b. Name of passenger(s) in other vehicle(s).

c. Address of driver(s) and passenger(s) in other vehicle(s).

d. Driver’s license number of driver(s) of other vehicle(s).

e. Name of the insurance company of the driver(s) of other vehicle(s).

2. Anyone involved in an accident must make a detailed report on the accident, including the name, address and phone number of the officer investigating the accident and anyone involved in the accident and send it to maintenance.

3. The police MUST make an investigation of the accident and the authorized driver of the BRTC vehicle should obtain a copy of the police report and turn the report in to maintenance. It is recommended that pictures be taken, with a cell phone, of the accident to aid the reporting process.

Reviewed on 03/27/14.