DEPARTMENTAL VEHICLES/EMPLOYEE DRIVING POLICY

Purpose: The purpose of this document is to outline the procedure for operating the UGA Rec Sports 12-passenger vans and department truck.

Scope: While this procedure primarily affects the Outdoor Recreation staff (as the primary drivers of the trip vehicles), nearly all departmental professional staff and graduate assistants have access to the department fleet and should be aware of driver expectations.

Procedure:

I. VEHICLE CLEARANCE PROCEDURES
   a. For Part-Time/Student Staff (including GA’s):
      i. Staff members that may be expected to drive a vehicle must complete the background investigation form (http://www.busfin.uga.edu/forms/bi_consent.pdf) and return it to the HR Representative or Business Manager II as soon as possible.

   b. For Professional Staff:
      i. Due to recent updates to the DOAS policies, all UGA employees must have a MVR check completed once a year. (http://www.hr.uga.edu/motor-vehicle-record-mvr-checks). Submit forms to the HR Representative or Business Manager II.
      ii. Full-time professional staff members are not required to complete the ENTIRE in-house vehicle certification program in order to drive a departmental vehicle; however, they still need to meet with an Outdoor Recreation manager or professional staff member to go over departmental-specific policies, including the vehicle log, fueling the vehicles, parking, etc.

II. CHECKING OUT VEHICLES: KEYS, PARKING PASSES, AND VAN PACKETS
   a. Approved staff needing to reserve departmental vehicles or Departmental Passes (DP’s) can reserve the van or truck by writing their name on the vehicle clipboard behind the Administrative Assistant I desk.

   b. Approved staff will receive the combination for the lock box once they have received a successful MVR check. Students and part-time staff should not receive the combination; they can receive keys and/or a DP from the Administrative Assistant.

   c. Vehicle keys will be placed in a lock box.
      i. The GA Cave will have Outdoor Rec van keys.
      ii. The main office (behind Administrative Assistant I desk) will have 2 departmental vehicles and DP passes).
d. If an Outdoor vehicle needs to be checked out, the staff member will need to contact one of the Outdoor Recreation professional staff (Assistant Director, Coordinator, Graduate Assistant) to reserve it.

e. Each Rec Sports vehicle has a corresponding van packet that contains procedural information and emergency contact information for incidents or accidents that may occur away from the UGA/Athens area.

III. FUELING UGA REC SPORTS VEHICLES
a. Each UGA Rec Sports Vehicle has a gas card. The Business Manager holds the gas cards for the truck and the 94235 van that staff can request when needed.

b. The Outdoor Recreation staff is primarily responsible for refueling vehicles; however, for longer trips, professional staff may be responsible for refueling the vehicle.

c. The gas cards for the UGA Outdoor Recreation vehicles are kept by the Outdoor Recreation Graduate Assistant.

d. To fuel in Athens:
   i. Vehicles should be taken to the campus fuel station located at the UGA Automotive Center (“Fleet Services”), located at 205 Riverbend Road.
   ii. Follow the WEX fuel card steps, outlined at https://vehicle.fmd.uga.edu/Help.aspx
   iii. All fuel receipts need to be submitted to the Recreational Sports Business Manager
   iv. Submitted fuel receipts should have the staff’s fuel ID number (six digits after 810) and name written on the receipt

e. To fuel out of Athens:
   i. Vehicles can be taken to most gas stations; however, older gas stations may not be able to read the WEX fuel card. Drivers are encouraged to refuel in locations with multiple gas station options in case the card doesn’t work at the first station.
   ii. Refer to steps b – d in the prior section.

IV. VEHICLE LOG / REPORTING MAINTENANCE ISSUES
a. Each vehicle has a “vehicle log” on a clipboard in the front seat.

b. Every time the vehicle is driven, the driver must fill out name, destination, date, and starting/ending mileage.
c. If any vehicle exhibits irregular activity, please list it in the “notes” section of the vehicle log and notify a member of the outdoor recreation professional staff.