

## DEPARTMENTAL VEHICLES/EMPLOYEE DRIVING POLICY

**Purpose:** The purpose of this document is to outline the procedure for operating the departmental 12-passenger vans, minivan, and truck.

**Scope:** While this procedure primarily affects the Outdoor Recreation staff (as the primary drivers of the 12-passenger vans), 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 graduate assistants):
    - i. Staff members that may be expected to drive a vehicle must complete the background investigation. The bond investigation process will begin with an email from [donotreply@talentwise.com](mailto:donotreply@talentwise.com). Follow the links in the email to provide consent and complete all other necessary information. This must be done within 5 days. The HR representative or the Rec Sports Business Manager will notify the individual when it is complete.
  - b. For Professional Staff:
    - i. Due to recent updates to the DOAS policies, all UGA employees must have an MVR check. 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 to drive a departmental vehicle; however, they still need to meet with an Outdoor Recreation student 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 located behind the reception desk in room 201.
  - 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 a member of the business office.
  - 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 the reception desk) will have keys to the two departmental vehicles and DP passes.

- d. If an Outdoor Rec trip van needs to be checked out, the staff member will need to contact one of the Outdoor Recreation professional staff (Assistant Director or Coordinator) 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/fuel card. The Business Manager holds the gas/fuel cards for the 95525 truck and the 95924 minivan 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 Assistant Director for Outdoor Recreation.
- d. In order to activate an individual's pin for using the gas cards, you must complete DOAS Fuel Card Driver Training <http://doas.ga.gov/fleet-management/Fleet-Fuel-Cards> and notify the UGA Automotive Center that you have completed the training by providing a copy of the certificate and the 6 digits after the 810 or 811 on their UGA ID card.
- e. 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
- f. To fuel outside 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 QR code on the window that will open a google doc when scanned by your phone.
  - b. Every time the vehicle is driven, the driver must fill out name, destination, date, and 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.