

NAU School of Forestry Vehicle Policy

The School of Forestry maintains a fleet of 12 vehicles, which may be used for research, teaching, or administrative purposes by School employees. You will be charged \$0.60/mile for the use of a School of Forestry vehicle.

Requesting a Vehicle:

- All vehicle requests need to be made through the web form on the [NAU School of Forestry vehicle request web page](#) ○ There is a list of vehicles to choose from on the form. Faculty and staff are able to request a vehicle using this form automatically. **Graduate students may request vehicles after completing an authorization form** (available online in the same place as the request form).
- Vehicles will be issued on a first-come, first-served basis, depending on when the formal vehicle request (via the web form) is received. Stopping the Vehicle and Equipment Manager (VEM) in the hall or leaving a note doesn't count!
- Vehicles must be reserved **at least 2 days, but no more than 2 months**, in advance of the date needed. Earlier requests will make this process easier for the VEM to process
- Please be as accurate and specific as possible with the dates you need the vehicles so that they can be made available to others when you are not using them.
- You will receive an email from the VEM confirming the vehicle assignment information. If you do not receive a confirmation email within 2 business days of your request please use the alternative contact info listed on the VEM office door (Room 011). Unless you have previously made other arrangements, please plan on picking up the keys directly from the VEM on **the morning** of the first day of the vehicle assignment.
- All requests for University (fleet) vehicles must be processed through Transportation Services. Please request the vehicle by contacting Transportation Services directly (x3-2469).

Vehicle Use:

- All drivers must have a valid driver's license from their state of residency, have completed the NAU defensive driver module through Bblearn, and verify that they are listed as authorized drivers with the Vehicle and Equipment Manager. Faculty and staff must have a valid Arizona driver's license.
- NAU vehicles must be used solely for official University business. Vehicles may **not** be used for activities not sanctioned by the University, transporting individuals (including pets) not essential to the completion of University business, conducting personal business, etc.
- Operating while under the influence of alcohol or illegal drugs, or transporting same, is also prohibited. Operating a vehicle while impaired by prescription drugs or other conditions is likewise prohibited.
- The driver is responsible (and potentially liable) for the vehicle and the safety of its passengers. The driver will pay for all traffic and parking citations.
- Seatbelts must be worn by all passengers, at all times, even on dirt roads. It is the driver's responsibility to ensure that this happens.
- All drivers should know how to change a tire and know where the spare tire and changing tools are located before leaving campus. Make sure the spare tire is in working condition.
- If anyone is observed neglecting any of these rules or driving a school vehicle in an unsafe manner, that driver will have all driving privileges revoked.

- The University does not provide rags and cleansers, but these can be borrowed from the VEM if needed.
- Clean vehicles reflect positively on the School of Forestry as well as the University. Additionally, a clean vehicle is safer to operate and will minimize the spread of exotic seeds.

Mileage Logs:

- Each vehicle has a mileage log, which needs to be kept in the vehicle at all times. If a logbook is missing or out of pages, please inform the VEM.
- This log needs to be filled out **every time** the vehicle is used. All persons using the vehicle should be informed of this and know the account number to which the use will be charged.
- These logs will be collected at the end of each month by the VEM to ensure that all mileage is accounted for.

Parking:

- All School of Forestry owned vehicles are to be parked in the SWFSC lot P46 (see Figure 1) in the south most section of the employee parking spots. Vehicles should be parked facing in if being returned so that the license plate is visible.



Figure 1. The location highlighted in red in lot P46 is the designated general parking location for all School of Forestry vehicles.

- Please do not leave any vehicles unattended **anywhere** in the loading dock area. Delivery trucks need the entire area to turn around. If you do leave your vehicle **for a few minutes**, leave your name and contact number on the driver's side dash. Also, please keep the loading dock area clean and clear of any obstructions.
- These rules apply equally to state vehicles owned and maintained by faculty or labs.

Damage:

- If a vehicle sustains any damage **no matter how small**, a Damage Report needs to be submitted as soon as possible to the NAU Police Department. This report can be filled out online from the NAU web site <https://nau.edu/insurance-claims-services/damage-report/>
- If a report is not processed within 90 days of the incident the insurance carrier will not pay for repairs and the party to which the vehicle was assigned at the time of the incident will be liable.
- Please notify the VEM by email of any damage immediately, and when the Damage Report has been filed as well. The VEM is available to help you with this process.

- Upon assignment of a vehicle, please do a cursory inspection and notify the VEM of any damage you notice as soon as possible. Otherwise, you may be liable for that damage. A checklist is available from the VEM to assist you with this process, if requested.
- Damage or excessive wear-and-tear deemed to be caused by improper or irresponsible use may be charged to the responsible party. If this becomes a chronic problem, the responsible party may be banned from the future use of School vehicles.

Returning a Vehicle:

- Please return the vehicle to the P46 parking lot **Clean and with a full tank of gas.**
- Let the VEM know immediately if there were any problems.
- Please return the keys to the VEM by **the morning** of the day *after* the last day of the vehicle assignment, unless you have previously made other arrangements. There is now a key drop box outside room 011 that you can use if the VEM is not around, or they can be left in the Vehicle and Equipment Manager mailbox in room 116.

Use of NAU fleet vehicles (e.g., vans):

- Please reserve NAU fleet vehicles directly through TSC (x3-2469).
- In order to drive a vehicle with capacity for 8 or more passengers, NAU requires you to take a van safety course. The NAU policy has recently flip-flopped (2/7/07) and again requires a “behind the wheel” component. **If you have taken the TSC course between October 2004 and December 2006 you will need to take the “behind the wheel” portion by 6/1/07 in order to drive a van.** You won’t have to re-take the classroom portion. If you did your training before Oct 2004 you are all set. Call TSC (x3-6439) to sign up for this class.
- The administrative office of the School of Forestry will maintain a list of qualified van drivers. The faculty or staff member in charge must verify the eligibility of a particular driver.

Use of personal vehicles for employment-related purposes:

- When possible, University-owned vehicles must be used for School of Forestry activities.
- Approval to use personal vehicle for employment related travel must be obtained from the hiring faculty/staff member. Liability coverage is provided, on an excess basis, for private vehicles driven within the course and scope of employment and authorization. **There is no coverage provided for damage to, or loss of, the employee-owned vehicle.** An employee will not be considered within the course and scope of employment while driving a private vehicle to and from work, to and from lunch, or at other times when not on official, authorized state business.

Trailers:

- The School of Forestry currently does not maintain a trailer.
- NAU policy prohibits personally owned trailers from being towed by NAU vehicles, or NAU vehicles from being transported on personally owned vehicles or trailers.
- If you use a trailer that is rented to NAU, there is coverage when pulled by a state vehicle as long as there is a rental agreement requiring coverage. The rental agreement needs to be reviewed and signed by Transportation Services (x3-2469).

Questions about this policy should be directed to the VEM : forestryvehicleadmin@nau.edu

VEM office: SWFSC building 82 room 011

More contact information will be located on the door of room 011 VEM mailbox located in SWFSC room 116

