

School of Forestry Fleet Usage and Policy

Updated 05/30/23.

PURPOSE

To outline the procedures for long-term and short-term vehicle assignments to School of Forestry Faculty, Staff, and Graduate Students, as well as the guidelines for Forestry undergraduates and part-time temporary employees on payroll:

- Long-term and short-term assignments: Vehicles are assigned to School of Forestry Faculty, Staff, and Graduate Students who are authorized drivers (NAU policy).
- Eligibility: Forestry undergraduates and part-time temporary employees on payroll are permitted to drive, but only under close supervision by a faculty member, staff member, or Forestry graduate student.

These procedures ensure that vehicles are properly assigned and used within the School of Forestry, with appropriate supervision for eligible individuals.

Requesting a Vehicle

To request a vehicle from the NAU School of Forestry, follow these guidelines:

1. Submit your request through the web form on the NAU School of Forestry vehicle request web page.
2. Faculty, staff, and graduate students can use the web form to request a vehicle automatically.
3. Vehicle assignments are granted on a first-come, first-served basis, based on the time of submission through the web form. Approaching the Vehicle and Equipment Manager (VEM) in person or leaving a note does not count as a formal request.
4. Reserve vehicles at least 2 days but no more than 2 months in advance.
5. Provide accurate and specific dates for vehicle usage to allow for efficient scheduling and availability for others.
6. Expect an email confirmation from the VEM with the assigned vehicle information. If you don't receive the confirmation within 2 business days, use the alternative contact information posted on the VEM office door (Room 011).
7. Unless you've made alternative arrangements, pick up the keys directly from the VEM on the morning of the first day of the vehicle assignment. They will usually be left in the requestor's mailbox in room 116.
8. For University (fleet) vehicles, contact Transportation Services directly at x3-2469 to process the request.

DRIVING PRACTICES

- A. The driver(s) of state vehicles must be a certified NAU Authorized Driver. This means the mandatory Defensive Driving course must have been completed and passed and the employees Driver's License must have been entered in LOUIE.
- B. Any driver with excessive points on their driver's license within 39 months will not be Authorized to drive.
- C. When you are driving a university vehicle, you represent the State of Arizona. It behooves you to be courteous to other drivers, obey all Local and State traffic laws and exercise good common sense. Drivers are accountable for all actions.
- D. IT IS THE LAW TO FASTEN YOUR SEAT BELTS WHILE A VEHICLE IS IN MOTION.
- E. NO SMOKING PERMITTED IN STATE VEHICLES

INSURANCE

The State of Arizona provides vehicle liability coverage to University employees, officers, or agents while using a University-owned vehicle if the vehicle is used for authorized purposes within the course and scope of the travelers recognized duties. Authority
(A.R.S. 41-621)

NO MEDICAL PAYMENT COVERAGE IS PROVIDED FOR PASSENGERS NOT EMPLOYED BY THE UNIVERSITY

Use of personal vehicles for employment-related purposes:

1. When possible, University-owned vehicles must be used for School of Forestry activities.
2. 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:

1. The School of Forestry currently does not maintain a trailer.
2. NAU policy prohibits personally owned trailers from being towed by NAU vehicles, or NAU vehicles from being transported on personally owned vehicles or trailers.
3. 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).

VEHICLE ABUSE

A. University vehicles may only be used for official university business. Vehicles must be driven in a manner which will not discredit the University or State of Arizona.

B. The School of Forestry is responsible for routine and major repair maintenance. ***The individual operator and departments are responsible for the proper operation of the equipment.***

C. The Individual requesting the vehicle will assume responsibility for any preventable damages sustained during the lease period. Damages will be billed directly to the financial account responsible for the vehicle at the time damage is determined.

- Small Claims (under \$2500.00) – If damage is preventable, the responsible department will cover the total cost of repair. If damage is non-preventable, the claims will be processed as in past years according to the new timeline requirements.
- Large Claims (over \$2500.00) – If damage is preventable, the responsible department will cover the deductible amount of \$2500.00. If damage is non-preventable, the claims will be processed as in past years according to the new timeline requirements.
 - Examples of preventable damage:
 - Backing into objects with a vehicle
 - Rear-ending another vehicle
 - Running over or hitting property with a vehicle
 - Examples of non-preventable damage:
 - Building system failures that cause damage
 - Other party running into NAU property
 - Damages caused by severe weather

UNAUTHORIZED PASSENGERS

Again, vehicles are intended solely for official university business and only those passengers essential to the accomplishment of the mission for which the vehicle is dispatched may be transported. **Family, friends, relatives and animals should not be transported in a state vehicle at any time.**

MILEAGE CHARGES AND MONTHLY REPORTING

Long/Short term-

The School of Forestry will bill your account monthly for your exact miles driven. **We will charge \$.60 cents per mile driven.**

Long term users: It is the responsibility of the person who requested the vehicle to contact Maria Saurer during the first week of each month to report the current vehicle mileage. The vehicle mileage log should be left in the VEM mailbox at the School of Forestry, but if out of town, please email a picture of the log to the VEM and Maria Saurer.

CARE AND MAINTENANCE OF VEHICLES (Long Term)

A. It is the driver's responsibility to conduct a bi-weekly service check of assigned vehicle(s). A bi-weekly inspection should include:

1. Clean out all trash and food debris that could attract animals or insects
2. Check oil and coolant level
3. Tire pressure
4. Battery/cables
5. Belts
6. Report steering or braking problems and leaks
7. Test safety equipment: horn, lights, wipers, turn signals, brake lights, and reflectors
8. Inspect for damage
9. Check for insurance packet

B. If at all possible, please try to schedule any needed service on the next visit to campus. If vehicle maintenance is required outside of Flagstaff the user may have services rendered through an approved shop facility. All invoices for maintenance and repairs conducted by an outside agency or service shop/dealer must be submitted to Maria Sauer at the School of Forestry as soon as possible. Maintenance reports from outside vendors must be submitted to NAU Fleet Services on return to NAU.

C. A fueling site is located at the TSC (Transportation Services) facility. All departments shall use this location for fuel whenever possible. The facility is open weekdays from 6 am to 5 pm.

D. Off campus fueling is made possible by use of the State of Arizona fuel card assigned to each vehicle. Please refrain from using this method of fueling within a 50-mile radius of Flagstaff. Use self-service fuel only.

E. In the event that a personal purchase is made for fuel and or maintenance, please submit the invoice to Maria Sauer for reimbursement.

Returning a Vehicle

1. Please return the vehicle to the P46 (SWFSC) parking lot, **clean and with a full tank of gas.**
2. Let the VEM know immediately if there were any problems.

3. 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)

1. Please reserve NAU fleet vehicles directly through TSC (x3-2469).
2. 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.

EMERGENCIES:

NON-COLLISION MECHANICAL PROBLEMS

If a breakdown occurs during work hours telephone the School of Forestry at (928) 523-6727 (Jill Beckmann) to request assistance. For weekend emergencies please contact a local motorist assistance service. If emergency tow service is required, you may pay with the fuel card, if authorized. See *permissible purchases on the back of the fuel card*.

IF THE ABOVE SOURCES CANNOT HELP

- A. Obtain service from an authorized automotive dealer. This can include brand dealerships as well as normal mechanic shops as necessary.
- B. Use the state fuel card if the item is authorized. See *permissible purchases on the back of the fuel card*.
- C. An NAU P-card may be used on similarly authorized items if the gas card will not clear (NOTE: it is the card holders responsibility to contact P-card representatives after the purchase to ensure proper processing)

COLLISION - ACCIDENT AND ACCIDENT REPORTS

University employees shall not make any statements, promises, or admissions of fault to an injured party (injury/property loss to third-party). The employee shall tell the injured party the incident will be promptly reported to the proper university officials. The employee may refer the injured party to NAU Risk Management and Safety Services. If an employee is involved in an accident while driving a university vehicle, he/she should contact the appropriate police agency, NAU Risk Management (523-2350) and TSC (523-2469). Accidents occurring on campus shall be reported to the NAU Police Department (523-3611).

A Motor Vehicle Accident Reporting Instruction packet is located in the glove box of all university vehicles. This packet contains the certificate of automobile liability insurance card, information cards to be filled out by the other driver(s), and an Automobile Loss Report Form to be filled out by the NAU driver. The Automobile Loss Report Form and information cards are to be returned to NAU Risk Management and Safety Services, P.O. Box 4067.

Emergency Situation - Any Injury or Major Property Loss: If an employee causes or witnesses any injury or major property damage, he/she should promptly contact the appropriate police agency and NAU Risk Management and Safety Services. NAU is required to report all liability claims to State Risk Management Section within one day if there is a bodily injury or if damage is expected to exceed \$10,000. All other losses are to be reported to State Risk Management within 10 days. However, all losses should be reported as soon as possible.

Non-Emergency Situation - Minor Property Loss: If an employee causes minor property damage to university-owned vehicles or third-party personal property, he/she should contact the appropriate police agency, NAU Risk Management and TSC within 10 working days.

PARKING

Vehicles not stationed on campus should be parked in an area that is properly secured when not in use and comply with all local policy governing proper parking. Parking citations are not the financial responsibility of NAU.

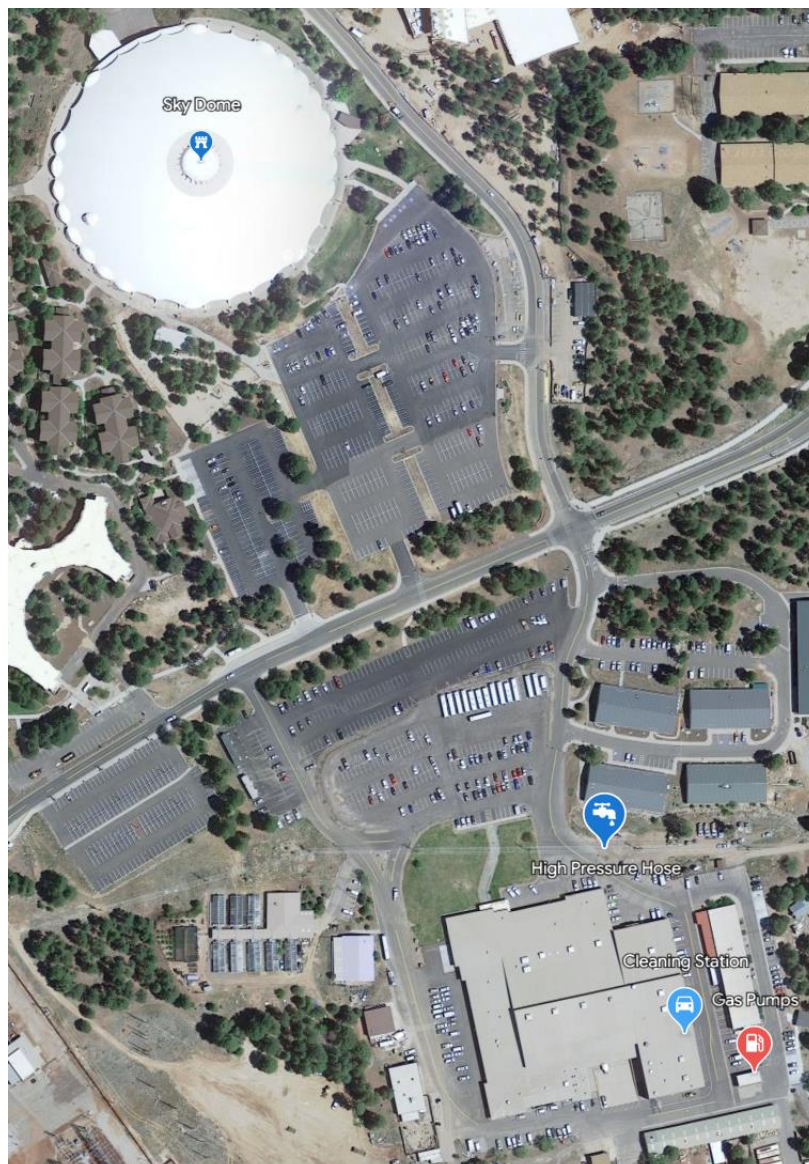
TRAFFIC CITATIONS

University vehicle operators shall be personally responsible for the prompt payment of fines for any moving and non-moving traffic citations, other than mechanical failure, received while driving a university vehicle. Under no circumstances shall the citation be paid for with State or University funds. A. Citations received for mechanical failure shall be addressed to the fleet manager as soon as possible.

Questions about usage and 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



CHECK OUT AGREEMENT

Vehicle #: _____ Responsible Contact: _____

Responsible Contact phone number: _____

Account number for mileage charges: _____

I have read the School of Forestry Long Term Fleet Usage Policies and Procedures and agree to comply with all rules and procedures regarding long term vehicle check out. I agree to contact the School of Forestry Business Manager during the first week of each month to report the current vehicle mileage for billing purposes.

Signature of Responsible Contact: _____

Date: _____ Current Mileage: _____