

Operational procedures and regulations on student organization use of university vehicles.

Vehicle Requests

- In order to process all necessary material and approve the drivers, requests for use of vehicles must be presented to the Office of Student Life at least 1 week in advance of the intended use. The request must include the names of all passengers in the vehicle and information describing the purpose for which the vehicle is requested.

Information Verification

- The Office of Student Life will verify that all drivers are registered students.
- The Insurance Office/Financial Affairs will check the driving record of all proposed drivers and report to each requesting office any unacceptable driver.
- The Office of Student Life will check the passenger list to verify that all passengers are students, staff, faculty or persons participating in official university programs on the campus. In order to grant the required sponsorship the Associate Provost for Student Affairs or designee will determine if the intended use of the vehicle pertains to the official business of the university.
- The Office of Student Life will verify the student organization's ability to meet all expenses.

* If the group has an account with the university, it must currently have a balance to cover the estimated costs plus the current insurance deductible sum in case of any damage to the vehicle.

* If a group does not have an account, an advance deposit will be required to cover all estimated costs. In addition, a deposit amounting to the current insurance deductible sum per vehicle is required to cover any damage to the vehicle. This deposit will be returned if no damage occurs.

Usage of Vehicles

- Repair or emergency. Should a vehicle appear to be malfunctioning at the time it is taken, it should be returned immediately for repair or substitution. Only minor emergency repairs, replacement of lights, fan belts, repair of flat tires and so forth may be made in the course of a trip without phone

authorization. The transportation department reserves the right to refuse payment for other repairs or parts not authorized beforehand by phone. During business hours (7:30-4:30), approval for major repair, substitute transportation, and towing can be obtained by contacting the transportation department at 321-674-7287. After hour approval for repairs, substitute transportation and towing should be called into the security office at 321-768-8000 ext. 8111. Any expenses for repairs should be charged on a credit card. Approved charges will be reimbursed by the office of Financial Affairs only after the submission of proper receipts.

- Adding or removing any part of the vehicle, modifying or adjusting the vehicle, or installing specific equipment requires prior approval by the director of transportation.
- Vehicle return. It is imperative that the vehicle is returned to the motor pool by the designated time. Drivers who return motor pool vehicles after hours, should park the vehicle in the parking area, record the mileage on your paperwork and return the following business day to finalize any needed paperwork.
- If it becomes necessary for the group to change destination points, clearance must be obtained from the office of student affairs, which will make arrangements with the transportation department.
- Driver and group responsibility. The operator is responsible for all traffic and parking violations. Additionally, should an operator be cited for exceeding the speed limit, he or she **may** lose all motor pool privileges.

SEE DRIVER SELECTION AND APPROVAL PRACTICES under Operational Procedures and regulations on employee use of university vehicles.