

Memorandum

Date: August 7, 2019

To: Earth Sciences

From: Dan Dunlap.152 (614) 292-7643; Theresa Mooney.175 (614) 292-6628;

Subject: State Vehicles 30-196, 30-229

OSU requires detailed documentation of state owned vehicles for auditing purposes. Please record your action with the school vans as follows:

Request to reserve a vehicle:

1. Request van schedule availability from Dan Dunlap or Theresa Mooney. Fill out van request worksheet for SES Director review and approvals.

2. Do you have an active driver vehicle registration form on file?

Driver Registration Form

The Driver Registration Form is required for all employees that drive a university owned vehicle for any length of time. In order to drive a university owned vehicle, this form must be submitted beforehand. When completed, please give to Dan. The form is the third page of this document.

Required: Valid US or Canadian drivers license

Driving locally with no passengers: normal vehicle registration

Driving with passengers: additional training can be provided if needed, see Dan for details.

3. Vehicle Log Book

When picking up the keys and Fleet fuel card from Dan in ML 275Q, you will also be issued the Vehicle log book to track expenditures (e.g., purchase gas: record location and \$ amount), maintenance requests that arise while using vehicle, and to document action (where did you go, whom traveled with you). Below is an example of documentation for vehicle use. Upon returning the vehicle, please ensure the below chart is filled in, especially if you used the Fleet card to purchase gas, for repairs/maintenance while traveling and if the vehicle requires service before the next person uses it.

DATE:		BEGINNING MILEAGE:
DRIVER:		ENDING MILEAGE:
Business Purpose:		
Destination:		
Passengers:		
Purchases: (Receipt details, location, amt., items purchased)		
Comments: (maintenance requests/performed, service needs, traffic violations)		

4. Voyager Credit Card

This OSU issued credit card is for gas, and road side emergencies. It can be swiped up to 3 times a day, and then the card shuts off. Save all receipts and give to Dan when van is returned. If there were any services purchased, record in the log book. Detail any emergency actions taken. If the card doesn't work, you can call Dan, Theresa, or John Marlow, the Fleet card manager at (614) 247-7808, and ask what's going on. He may need to reset it if you are over the 3 swipe a day limit.

5. Towing

If the van needs to be towed due to a breakdown, there is a good chance the tow truck driver won't accept the OSU Fleet card. Be prepared for the possibility of having to pay for the tow up front, to get reimbursed by the department upon your return. If you find yourself in this situation, pay out of pocket and call or email Dan immediately.

6. Traffic Violations and Insurance

There is an OSU issued state insurance card found in the plastic carrying case along with the fleet credit card.

7. State and Federal Laws

Be smart. Don't violate state or federal laws while borrowing state owned vehicles. This includes transporting illegal substances, collecting/transporting state or federally protected species/specimens, or contributing to the delinquency of a minor.

8. Returning Vehicle

Your group is responsible for returning the vans clean and in good order for the next group. If you remove seats, please put them back in upon return. If you return after office hours, you can either keep the keys, log book etc. to return to Dan first thing the next business day, leave them in your mailbox (if you are a student and don't have access to 275), or Dan's mailbox in 275. Email or call Dan as to where you left them.

New Form Update Form Remove Form

DRIVER INFORMATION

Last Name: _____ First Name: _____ MI: _____

OSU ID # (9 digits): _____ OSU E-Mail (Name.#): _____

The driver listed above is: Faculty Staff Student Other (Please Define): _____

License Plate of Vehicle Driven (Enter "Pool" if not assigned a specific vehicle): _____

Restricted to university business use only The department has authorized this driver to operate a university vehicle for non-university business. Attached is the letter from the Vice President or Dean outlining permission.

COMMERCIAL DRIVERS LICENSE HOLDERS ONLY

If you possess a valid Commercial Driver's License and are using it for your employment at Ohio State , you are required to complete the following:

Class: _____ Endorsements: _____

NOTE: CDL holders are required by law to immediately report all convictions of traffic violations, both personal and professional, to their supervisors.

READ BEFORE SIGNING

- I am at least 18 years of age.
- I understand that I am not permitted to operate 15-passenger vans.
- I am duly licensed to operate motor vehicles in the State of Ohio, and will comply with all applicable state and local laws and university Policies.
- I understand that any and all fees or fines resulting from my violation of any motor vehicle regulations or violations, while operating university vehicles, are my sole responsibility. Further, should I elect to retain my own legal counsel to challenge any such parking, traffic or moving citation, I will be solely responsible for any and all associated costs and attorneys fees that I chose to incur.
- I agree to report the revocation, forfeiture, and/or suspension of my driver's license immediately to my department.
- I acknowledge and agree that the university may periodically check my driver's license for validity and violations.
- I agree that I will not allow a non-university employee to drive a vehicle while it is checked out to me.
- I understand that the university assumes no responsibility for personal property of the driver and/or occupant of a university vehicle.

Employee Signature: _____ Date: _____

DEPARTMENT INFORMATION

Org#: _____ Department Name: _____

Department Contact:

Name: _____ E-mail: _____

Address: _____ Phone: _____

Authorized Departmental Signature: _____ **Date:** _____ **Title:** _____

USE OF VEHICLE

“University Vehicles” refers to all state owned/leased/operated vehicles, and are to be used only for authorized university business. These vehicles shall be operated only by those university employees and students specifically authorized to do so by a department Dean, Director, or Chair or designee. It is the responsibility of the department Dean, Director or Chair to inform and enforce proper use and ensure that only duly licensed, registered and trained drivers operate University vehicles. For insurance purposes, qualified drivers must be registered with Transportation and Traffic Management (TTM) prior to use of a state vehicle using the Drivers Registration Form.

- Smoking is not permitted in any university vehicle at any time.
- The use of cell phones while driving is prohibited.
- Only authorized, faculty, staff, students or guests of the university may ride in university vehicles.
- University vehicles are to be housed on University property when not in use or without pre-authorization from a Vice President or Dean.

DRIVER QUALIFICATIONS

Only persons possessing a valid and appropriate driver's license, meeting the standards outlined in the Vehicle Acquisition and Use Policy # 2.72, and who have department authorization by the department may operate a university owned or leased vehicle. It shall be the responsibility of the department to ensure that drivers meet the required qualifications outlined below:

- 18 years of age or older (Daily rentals through Vehicle Rental or other rental companies may require a higher age limit).
- Valid United States or Canadian drivers license.
- Driver must be a faculty, staff or student employee of the university or working in an official capacity for the department.

INSURANCE AND ACCIDENT REPORTING

Any university vehicle, no matter how acquired, that is involved in an accident must complete an accident report with the local authorities. An accident is defined as anything causing damage to persons or property. Departments are required to report all accidents to TTM as soon as possible after the accident, or by the following business day of the incident. TTM will process all claims for University vehicles. Departments may not authorize non-emergency repairs for vehicles involved in accidents until they receive approval from TTM.

NON-UNIVERSITY DRIVING

Personal use of a state-owned/leased or operated vehicle is against university policy unless prior authorization has been provided by the appropriate Vice President or Dean. A letter authorizing non-university business use may be attached to this form and must be signed by the Vice President or Dean stating reasons and restrictions for this privilege.

IRS regulations require that the university include imputed income on an individual's W-4 for personal use of a University vehicle. All mileage for non-University business use must be reported by the driver to the Office of Human Resources.

SES VAN REQUEST

SES Van Request

For SES related field trips with more than four people traveling, there may be an option to utilize SES's state owned vehicles for off campus field trips.

Confirm with department for availability, contact Dan Dunlap and Theresa Mooney for van availability.

Dunlap.152@osu.edu

Mooney.175@osu.edu

If van(s) are available, fill out the details below and return to Dan or Theresa. The information will be shared with the SES Director for review and approval.

NOTE: If the vans are needed for SES course field trips after your reservation is approved by the Director, the SES course will take priority over previously scheduled field trips.

Who/Course Number/OSU student organization:

Names of travelers, if not SES students, include department at OSU

When:

Destination(s):

Why: field work, conference, etc. provide details for event if applicable (e.g., flyer, web link)

Budget: are there supporting funds to pay for gas?

SES VAN REQUEST

Drivers: 2 registered OSU drivers per van minimum

Names:

Registered driver with OSU? It's easy to become one if you are driving for OSU on university business.

Only OSU employees and students registered with the University may drive.

If driver license has been renewed since becoming a OSU driver, fill out a new driver form with the new information to update your driving status.

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- 18 years of age or older for OSU owned vehicles (could be 21 if renting from an outside vendor like Enterprise or National).
- Valid United States or Canadian driver's license.
- Driver must be a faculty, staff or student employee of the university or working in an official capacity for the department

Where will the van(s) be parked?

Parking is not permitted on streets. Parking is allowed off road (camp site) or in a paved surface lot. If going to conference, may need photo of hotel to show parking options and if there is a charge for parking.