	Vehicle Fleet Policy	Responsible Administrative Unit: Finance & Administration
	Issued: April 2008 Revised: April 2015	Policy Contact: Director of Facilities Management gbowerso@mines.edu

1.0 BACKGROUND AND PURPOSE


The Colorado School of Mines (“Mines” or “the University”) withdrew from the State Fleet Program on July 1, 2008, and established the campus vehicle fleet service under Facilities Management operations. The purpose of the fleet is to assist Mines’ personnel in performing daily operations.

2.0 DEFINITIONS

- 2.1 **Vehicle Fleet Manager** – The designated individual responsible for planning, directing, managing, coordinating, and supervising programs for the acquisition, assignment, utilization, maintenance and repair, replacement, and disposal of the university fleet. The manager serves as the primary contact for all Mines’ fleet management.
- 2.2 **Vehicle Custodian (VC)** – The appointed individual listed on inventory records as property custodian (department head, director, dean, or chairperson.)
- 2.3 **Department Vehicle Coordinator (DVC)** – The individual appointed by the property custodian to coordinate all vehicle use reports, maintain copies of drivers licenses, inspects and reports damages to fleet vehicles under their care, Tracks purchases, transfers, and deletions. Provides Information to VC and Fleet Manager as requested. The coordinator serves as primary contact with the Mines’ Fleet Management Office. *Departmental Vehicle coordinator designation form* (Attachment E)
- 2.4 **Vehicle Operator (VO)** – The individual who operates the vehicle and is responsible for the cleaning and daily upkeep of their Fleet vehicle including monitoring fluid levels and daily inspections for safety concerns. Reports all concerns to the DVC. *Vehicle Operator approval request form* (Attachment A)

3.0 POLICY

Facilities Management is responsible for overseeing the administration of the Mines’ vehicle fleet program, including, but not limited to, the procurement, licensing, maintenance, repair, records maintenance, and disposal of Mines’ vehicles and the procedures, standards, and forms related to the program. This policy applies to the entire Mines’ fleet, including department vehicles, and to all Mines’ personnel (including faculty, staff, student-employees, volunteers, contractors) performing duties or services for the Colorado School of Mines and to adhere to federal and state laws or regulations regarding the ownership and operation of the vehicles.

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4.0 PROCEDURES & STANDARDS

4.1 Fleet Vehicle Operation

4.1.1. Official Business Only. Mines' vehicles are for use in official Mines' business only. Operators of Mines' vehicles are subject to all traffic laws and regulations established by the local jurisdictions through which they travel, and are accountable for any parking or moving violations received.


4.1.2. Mines' employees only. Only Mines' employees may drive Mines' vehicles. This includes faculty, staff, and student- employees, or properly vetted volunteers, provided they are acting within the scope of their duties. Vehicles are not to be used for personal business or pleasure under any circumstances. Friends and/or family members (e.g. spouse, children) may not ride in Mines' vehicles, unless they are Mines' employees acting within the scope of their duties, which must be official Mines' business. Public Safety vehicles are exempt from this for the purpose of "ride along". Exceptions to section regarding operators or passengers require advanced submission and approval of the Vehicle Fleet Manager.

4.1.3. Safety. All occupants, including the Vehicle Operator, are required to wear seat belts. Persons operating Mines' vehicles shall not be under the influence of, nor use or consume alcohol, illegal substances, legal or prescribed substances (e.g. marijuana, prescribed or over the counter medications) that might impair the operator's ability to safely operate a motor vehicle.

Smoking or use of any tobacco products is not allowed in any Mines' vehicle at any time. Mines' vehicles shall not be taken out of the Continental United States.

Mines does not allow earphones or headphones of any type to be worn by a person operating a Mines' vehicle. This includes, but is not limited to MP3 players, CD players, DVD players, and phones. Cell phones are not to be used while operating motor vehicles or machinery of any kind. (Public Safety officers are exempt from this requirement when acting in their official capacity responding to emergency or other calls for service.)

In the case of an incoming business call while operating a motor vehicle, the employee must safely pull off the roadway and come to a stop before accepting the call. Alternatively, the employee may allow voicemail to accept the call, and listen to the message as soon as possible when he or she is safely off the roadway and at a complete stop.

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4.1.4. Accident reporting. Vehicle Operators are responsible for reporting all accidents or any damage to Mines' vehicles to Facilities Management. In case of an accident, it is the Vehicle Operator's responsibility to notify the proper authorities immediately.

4.2 Vehicle Operator Authorization


4.2.1. Authorization. The department head, to which the vehicle is assigned, will authorize the use of Mines' vehicles. Such use will be confined strictly to faculty, staff, and students conducting official business for Mines that directly relates to the academic, research, and/or administrative responsibility of the department involved.

4.2.2. Approval. The vast majority of property damage, personal injury, and death from motor vehicle collisions are directly attributable to driver error. It is a privilege and a serious responsibility to operate a Mines' vehicle, particularly when there are passengers involved. For this reason, Mines reserves the right to be highly selective in approving faculty, staff, and student drivers of Mines' vehicles, including those vehicles that Mines' owns, leases, borrows, or rents.

4.2.3. Driver License. All Vehicle Operators must possess a valid Colorado driver license or a valid driver license from another state appropriate for the class of vehicle being operated and approved by the DVC. The Mines' *Vehicle Operator Approval Request* (Attachment A) shall be used for this purpose. This form must be completed, signed, routed as instructed thereon, and approval granted BEFORE operating a Mines' vehicle. The Mines' Fleet Management Office will use the information contained in the three-year motor vehicle record provided by the appropriate state agency and use the rating system in the *Vehicle Operator Rating Evaluation Form* (Attachment B) to determine whether driving privileges will be approved or denied.

4.2.4. Annual Record Check. All approved Operators will be subject to an annual driver record information check (or its equivalent) through the appropriate state licensing agency and approval renewal to ensure each operator continues to possess a valid driver license and has a driver record consistent with continued approved driver status. The driver record information will reflect the driver's three-year driving history and the record will be ordered from the appropriate state agency.

4.2.5. Vehicle Operator List. The requesting department will coordinate with the Mines' Fleet Management Office to submit a list of Vehicle Operators to be considered for renewal of approved Operator status, an annual driver

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license record check using the Mines' *Vehicle Operator Approval Request* (Attachment A) and, if necessary, the *Delete Approved Operator Form* (Attachment C). All associated costs will be the responsibility of the department requesting driver approval.


- 4.2.6. License requirement. Some vehicles and positions require the employee to maintain a Class A or B driver license. Individuals requiring a Class A or B driver license must comply with all state regulations pertaining to the driver license they maintain, including Drug and Alcohol/Health testing for Individuals Requiring a Commercial Driver License.

If an employee's position requires him or her to operate a motor vehicle, failure to maintain approved driver status may result in administrative action and/or termination.

4.3 Vehicle Operator Qualifications

- 4.3.1. Qualifications for Operators of all motor vehicles owned, rented, leased by, or loaned to the system or its components are as follows:

- Must possess a valid Colorado driver license or license from another U.S. state or the District of Columbia appropriate for the class of vehicle being operated;
- Must have held a valid driver license, as defined in (1) above, for at least two years and have attained 18 years of age. The two-year experience requirement may be satisfied by providing an English translation of the official driving record from the individual's home country or the equivalent thereof;
- Must comply with annual driver record information check (or its equivalent);
- Must achieve an "approved" status using the *Vehicle Operator Rating Evaluation Form* (Attachment B);
- Must report all driving violations or convictions and any license revocations, suspensions, or reinstatements, following revocations or suspensions to their immediate supervisor within five business days of the occurrence. This includes violations, convictions, suspensions, and revocations that result from driving a privately owned vehicle. Approval to drive a Mines' vehicle may not be granted for one year following reinstatement of a revoked license; and

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- Driving records will be reviewed and evaluated on a case-by-case basis to determine severity of infractions such as DUI, reckless driving, speeding, etc., when determining approval and or maintaining eligibility to operate Mines' vehicles.


4.3.2. Van Operators. Additional qualifications for Operators of vans equipped for 15-passengers or extended cargo include the following:

- Must be at least 21 years of age and have held a valid driver license, as defined above, for at least two years;
- Successfully complete a 15-passenger driver training course scheduled and provided by the DVC;
- Successfully complete a 15-passenger refresher training annually scheduled and provided by the DVC.
See 15 Passenger van inspection and checklist (Attachment F)

4.4 Vehicle Operator Conduct

Those who operate a Mines' vehicle represent the Colorado School of Mines to the public. The image conveyed does affect Mines; therefore, the following conduct is required:


- Mines' vehicles shall not be used for personal transportation or business;
- No alcoholic beverages, legal or illegal drugs, appropriately prescribed or over-the-counter medication that may impair an operator's ability shall be used or consumed prior to or during the use of the Mines' vehicle;
- No transportation of alcoholic beverages, illegal drugs, or those items barred by Mines' policy shall be stored or transported in any Mines' vehicle;
- Smoking is not authorized in any Mines' vehicle;
- No unauthorized passenger(s) shall be transported in a Mines' vehicle (see section 4.1.2 above);
- Mines' vehicles shall be kept clean and to not present an unfavorable image to the general public;
- Number of passengers shall not exceed the authorized capacity of the vehicle (the capacity of a vehicle can typically be determined by counting the number of available seat belts);

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- Vehicle Operator is responsible for all occupants wearing the appropriate restraints;
- Text messaging, reading e-mails or applications, composing e-mails, or using a mobile device while operating the Mines' vehicle is not authorized;
- Vehicle Operator is responsible to observe all traffic rules and regulations;
- When a vehicle is damaged through operator misuse or is operated by a person under the influence of alcohol or drugs, the department head employing the operator will be furnished a complete statement of the circumstances and a copy of the police report for the appropriate administrative action; and
- Citations for all parking and traffic violations will be the personal responsibility of the operator. Vehicle operators must notify their supervisors when they have received any type of citation relating to vehicle operation.

4.5 Fleet Vehicle Acquisition

- 4.5.1. Fleet size. Colorado School of Mines will not increase the size of the vehicle fleet except in cases of documented need resulting from program growth or changes. When additional vehicles are necessary, the vehicle custodian will provide a memo stating the need for the increase that has been approved by the appropriate Vice President or Provost to the Mines' Fleet Manager.
- 4.5.2. Possession. Department may have possession of vehicles on a long-term basis if such a need exists. Justification for the acquisition of a vehicle must be provided in writing to Facilities Management, with approvals of the appropriate Dean, Vice President or Provost. Facilities Management must approve all vehicle procurements *prior to acquisition* to ensure adherence to all applicable State rules and Mines' policies. All departmental vehicles must be titled and registered through the Department of Motor Vehicle by the Facilities Management Department.
- 4.5.3. Financial Obligations. All financial obligations, including acquisition costs, licensing fees, fuel, maintenance, repairs, parking, and any supplemental insurance costs are the responsibility of the department that "owns" the vehicle. Fuel may be obtained at the Mines' Motor Pool. Charges for fuel dispensed on campus at the Motor Pool pump will be charged to the department budget. To purchase fuel from off-campus vendors,

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departments should contact the Controller’s office for the proper procedures.

- 4.5.4. Repairs. All repairs and maintenance of departmental vehicles will be charged to the department by pass through billing. There will be no charge for labor on repairs and maintenance performed at the Mines’ Motor Pool; charges will be for parts, materials, and supplies only. Any work performed by an outside vendor will be charged by pass through billing for all costs including labor.


Departments will be notified when a vehicle is to be scheduled for preventive maintenance. Any requests for service should be directed to the Mines’ Facilities Management office or through the work order system. All requests for work to be performed by an outside vendor must be approved in advance by Mines’ Motor Pool.

- 4.5.5. Replacement. All vehicles within the Mines’ fleet will be evaluated for replacement on an annual basis, Owning department will be notified by the Fleet Manager of major issues and need for replacement, with recommended replacement schedule. It is the responsibility of the departments owning the vehicle to develop a replacement budget to replace aging vehicles. Vehicles will be prioritized for replacement based on age, condition, number of miles on vehicle, usage, repair costs, and fuel efficiency.
- 4.5.6. Documentation. All original vehicle titles and registration receipts will be acquired and maintained by Facilities Management.

4.6 Vehicle Replacement Criteria

The following guidelines provide minimum replacement goals for the routine replacement of vehicles within the Mines’ fleet. These goals are structured to minimize fleet capital and operating costs.

- 4.6.1. Transfer. Vehicles may be transferred from one department to another within Mines with the approval of the Mines’ Fleet Manager, VC, and DVC. Transfer vehicles must be in sound mechanical condition and not increase the receiving departmental vehicle inventory unless documented approval is obtained from the appropriate Dean, Vice President, or Provost.
- 4.6.2. Inventory. All Mines’ vehicles transferred from inventory must **comply with the procedures set by the Mines’ procurement department and will be handled by the Mines’ Fleet Manager.**

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4.7 Donated Vehicles

Vehicles may be accepted for donation to Mines only with the prior approval of the Vehicle Fleet Manager.

4.8 Insurance


All Mines' vehicles are insured for liability through the Colorado Division of Risk Management. Liability insurance covers Mines' vehicles only when they are being used for official school business. Insurance coverage does not include personal injury protection (PIP) or medical coverage. Facilities Management maintains a comprehensive and collision insurance policy for all Mines' vehicles over \$7,500 in retail value, as determined by the current Kelly Blue Book. Departments possessing a vehicle whose value exceeds this amount will be required to have their vehicle added to the FM comprehensive and collision insurance policy and the cost will be charged back to the department by pass thru billing. When a vehicle's value drops below \$7,500, comprehensive and collision coverage will be terminated. If a department wishes to extend coverage on a lower value vehicle, a request should be made in writing to the Fleet Manger prior to coverage being dropped.

4.9 Accidents

4.9.1. Accident Notification. When an accident occurs, the driver must notify the proper authorities immediately. Mines' Police can be reached at 303.273.3333. For Golden Police, other agencies, or if an injury is involved, call 911. All accidents should also be reported immediately to Facilities Management at 303.273.3330. Vehicle registration, accident report form, and proof of insurance are in the blue pouch kept in each vehicle.

4.9.2. Accident Reports: At the time of the accident, or as soon as possible thereafter, the Vehicle Operator must fill out the accident report form making notes of the following information and submit the form to Facilities Management:

- Nature and extent of the accidental damage to all property and vehicles involved;
- Names and addresses of any other drivers involved;
- Make, model and license numbers of other vehicles involved;
- Date, time and place of the accident;
- Names and addresses of anyone injured, and the nature of their injuries; and
- Names, addresses, and contact information of any witnesses.


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4.9.3. Employee's Statement: At the time of the accident, or as soon as possible thereafter, the Vehicle Operator must document the events of the accident in a summary statement and submit that statement to Facilities Management along with the Accident Report. The Vehicle Fleet Manager or his or her designee is responsible for forwarding the reports to the Mines' Risk Manager in a timely manner.

5.0 VEHICLE MAINTENANCE AND SECURITY

5.1. Vehicle Maintenance.

- 5.1.1. Preventive maintenance (PM) for Mines' vehicles will be performed at the Mines' Motor Pool. Repairs or maintenance beyond the scope of the Motor Pool's regular operations may be performed by an outside vendor at the discretion of Facilities Management. PM will be performed for each vehicle every six (6) months. A PM schedule and repair file for each vehicle will be kept at the Motor Pool and Facilities Management offices.
- 5.1.2. Other maintenance. In between scheduled maintenance, it is the driver's responsibility to ensure that vehicles are kept in a safe, operating condition. When vehicles are fueled, drivers should check the motor oil level, as well as perform a visual inspection to ensure that tires are inflated properly, and all lights are in working condition.
- 5.1.3. Departmental responsibility. Each department is responsible to ensure that vehicles are operated properly, cared for, and used in compliance with all applicable Mines' policies and procedures.
- 5.1.4. Breakdown. In the event of a vehicle break down off campus, Facilities Management should be notified immediately. If towing and/or repairs are required, Facilities Management must approve them in advance.
- 5.1.5. Vehicle operators are responsible for inspection of the unit before and after operation. All defects discovered during inspections or during actual operation should be noted and reported at the completion of the day. Any deficiency that would cause further damage to the vehicle, render it unsafe, or present a hazard should be reported immediately.
- 5.1.6. Minimum Checks. As a minimum, the following vehicle checks should be accomplished on a weekly basis, including:
- Tire condition and pressure;
 - Leaks (any kind);

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- Engine oil level;
- Belts; all hoses;
- Radiator coolant level;
- Battery fluid level;
- Hydraulic oil level;
- Transmission oil level;
- Lights/signals;
- Fuel;
- Windshield washer fluid level;
- Front and rear license plates;
- Check all gauges;
- Brakes;
- Windshield wipers; and
- Test the horn.

5.1.7. Failure to perform operational checks may result in breakdowns or damage to the vehicle. Hours of lost vehicle time could be reduced if each driver operates Mines' vehicles in a professional and cautious manner.


5.2 Vehicle Security.

5.2.1. Disabled vehicles. Vehicles that become disabled on the road must be secured with all possible precautions taken to prevent theft or vandalism. In the event that a vehicle cannot be secured in its present location, the Operator will have the vehicle towed to a facility where it can be secured until assistance arrives. The operator is responsible for the vehicle security. Vehicles will not be left along highways or in any area where vandalism would be easily accomplished.

5.2.2. Secure vehicles. The security of Mines' vehicles and their contents is the responsibility of the operator. When vehicles are left unattended for any reason, remove the keys from the ignition, set the parking brake, and lock the vehicle.

6.0 UTILITY VEHICLES

Utility vehicles are defined as small-sized electric, gasoline or diesel powered service vehicles. They are not "road worthy" and are intended for use for travel within the Mines' campus only.


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6.1 Utility Vehicle Operation.

- 6.1.1 Appropriate Care. Since utility vehicles are slow moving vehicles, they should be treated as such, and great care should be taken whenever being operated on a public thoroughfare such as campus streets and sidewalks. Whenever possible, Utility vehicles should be operated on campus paved surfaces, rather than on turf areas.
- 6.1.2. Legal requirements. Pursuant to Colorado Motor Vehicle statutes, all employees operating utility vehicles must possess a current, valid driver's license, which must be in his/her possession at all, times during the operation of a utility vehicle. In addition, all employees operating a vehicle must adhere to all applicable vehicle and traffic laws of the State of Colorado. Any accidents involving any Mines' vehicle, including utility vehicles, must be reported immediately to Campus Police and Facilities Management as provided in this policy.
- 6.1.3. Replacement. Utility vehicles tend to be much more fuel-efficient than larger vehicles. Consequently, when vehicle replacement is necessary, utility type vehicles will be given priority consideration whenever possible. *Requirements for Utility Vehicles (Attachment D)*

6.2 Golf Cart-Type Utility Vehicles

- 6.1.1. Restricted area. The usage of Mines' golf cart-type utility vehicles, whether gas or electric powered, are restricted to the general boundaries of the main campus. These vehicles may use Maple and 12th Streets to access the Athletic Complex. However, golf cart-type vehicles may never be used to cross US Highway 6, 19th Street, or Washington Avenue.
- 6.1.2. Use on Premises Only. Use of these types of vehicles outside of the general boundaries of the main campus (i.e., Idaho Springs) is not allowed.
- 6.1.3. Operation. These vehicles should be used primarily on campus streets and the operator must obey all traffic rules and regulations. The vehicles may be carefully used on campus sidewalks and paths if necessary, but should be driven slowly and always yield the right of way to pedestrians.
- 6.1.4. Parking. When parking these vehicles, use "service vehicle" spaces if possible; alternatively, if no service vehicle space is available, you may park the vehicle in gravel or grass landscaped areas, if this can be accomplished without damaging the landscaped area. These vehicles should never be parked in reserved parking lots, restricted "Special Permit Areas," handicapped spaces or the hatched areas at handicapped

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spaces, loading zones, fire lanes, signed “No Parking” zones or on sidewalks or paths.

7.0 RENTAL/SPECIAL VEHICLE NEEDS

If departments require short-term use of vehicles, they may arrange for rentals through the Mines’ Travel Policy. Facilities Management does not maintain a rental or loaner fleet of vehicles available for departments.

8.0 FORMS

- [Attachment A](#) Vehicle Operator Approval Request
- [Attachment B](#) Vehicle Operator Rating Evaluation Form
- [Attachment C](#) Delete Approved Operator Form
- [Attachment D](#) Requirements for Utility Vehicles
- [Attachment E](#) Departmental Vehicle Coordinator Designation Form
- [Attachment F](#) 15-Passenger Van Inspection Checklist

9.0 REVIEW CYCLE AND HISTORY

This policy and procedure shall be reviewed at least every two years by the responsible administrative unit.

Adopted April 2008
 Revised April 2011
 Revised April 2015.