



Acquisition, Assignment and Use of University Vehicles # 540.005

INITIAL EFFECTIVE DATE: April 4, 2016	LAST REVISION DATE: March 22, 2021	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Office of Finance and Administration Florida International University
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POLICY STATEMENT

Florida International University maintains a fleet of vehicles in support of the University’s mission of education, research, and community service.

The purpose of this policy is to establish a uniform University-wide Vehicle Program that:

- Ensures the safe operation of University-owned Vehicles,
- Provides clear work instructions,
- Ensures compliance with university policies and procedures.

SCOPE

ACQUISITION OF UNIVERSITY VEHICLES

1. Justification

The acquisition of *University Vehicles* through lease, lease purchase, purchase or transfer shall only be permitted for fulfilling the job functions for public safety, student compliance, student recruitment, or for constant intra- and intercampus transportation of the University Community and heavy or dangerous materials. Constant transportation entails daily use. The acquisition of utility vehicles (such as golf carts) through lease, lease purchase, purchase or transfer shall only be permitted for departments that:

- continuously cultivate donor and external relations and thereby need to use the utility vehicle for purposes such as providing campus tours,
- provide student services,
- provide security services to members of the University community and to assist with accommodations related to disabilities,
- provide campus maintenance, or
- make deliveries or provide services to multiple campus sites which necessitate the use of a utility vehicle.

The acquisition of a University Vehicle for the execution of a grant or use as a direct student teaching tool is exempt from the criteria listed above. Any acquisition of a *University Vehicle* for use pursuant to a grant is subject to prior review and written approval by the Office of Sponsored Research Administration, Pre-Award in order to ensure allowability under the

sponsor's guidelines and approved budget. Acquisition of a University Vehicle in support of student teaching is subject to prior written approval by the Dean and the Office of the Provost.

2. **Procurement**

The University shall follow the guidelines set by the Purchasing Department as well as the *U.S. Department of Energy DOE Alternative Fuel Transportation Program*, for the purchase of University Vehicles.

Prior to acquiring any additional *University Vehicles*, departments are required to contact the University Fleet Manager to coordinate review of existing University Vehicle inventory. If after review, it is determined that no existing vehicles meet the department's required needs, the department may seek to acquire the appropriate vehicle. University Vehicle acquisition must be routed through the *University Fleet Manager*. A University *Vehicle Justification Form* must be completed by the requesting department and approved by the Fleet Manager, Department Head and Dean or Vice President. The forms are available online at the Vehicle Services' website.

Upon completion, the form is to be submitted to the University Fleet Manager along with a copy of the quote(s) for the vehicle requested. The University Fleet Manager will forward the executed Justification Form through the proper channels for final approval by the CFO or Provost, whichever is appropriate. Once approved, the signed original form will be forwarded back to the University Fleet Manager for processing through the Purchasing Department. The University Fleet Manager will be responsible for forwarding a copy of the fully executed Justification Form to the requesting department. All purchase orders related to vehicle purchases must designate the delivery address as follows.

**Florida International University
Fleet Management
11200 SW 8th Street
Miami, Fl. 33199
Building-W2**

3. **Surplus**

All University Vehicles determined to be of no use to the department shall be declared surplus and reported to the Florida International University Property Control Office as outlined in *Disposal of Surplus, Damaged and unserviceable University Property; Procedure 1130.010b*.

ASSIGNMENT OF UNIVERSITY VEHICLES

Once the new vehicle has been inspected and properly equipped, and after the Office of the Controller places an inventory tag on the new asset, the vehicle will then be distributed to the appropriate department.

1. **Emergency Management Operations.**

The University reserves the right to assign University Vehicles in its inventory to assist during emergency management operations.

2. **Vehicle Repair & Maintenance**

All Florida International University owned vehicles are required to be serviced and repaired by the FIU Vehicle Services third party provider. Departments that own and operate University Vehicles must assign a designated Fleet liaison for the department. The Fleet liaison is responsible to adhere to the set maintenance schedule for each vehicle as posted on the Vehicle Services' website. Maintenance fees are based on market rates. Vehicle Repair & Maintenance, Cost as well as ALL expenses associated with operation of the University Vehicle (i.e., fuel, maintenance, repairs, insurance, graphics, license tag, etc.) will be covered by the department that owns the vehicle(s).

3. **State Access Fee**

All FIU owned vehicles are required to pay the appropriate access fee. A schedule of the fees can be found on the Vehicle Services' website. This fee is billed on an annual basis and the cost will be covered by the department that owns the vehicle(s).

4. **Vehicle Graphics**

Unofficial bumper stickers or decals and other materials may not be affixed to University Vehicles. Only approved University Vehicle graphics can be displayed.

USE OF UNIVERSITY VEHICLES

1. **University Vehicle use**

University Vehicles are to be used for **official University business only** and may not be used for personal use. University Vehicles are to be operated in accordance with all applicable state and federal laws and University policies, procedures and regulations.

The use of alcoholic beverages or tobacco products is not permitted in University Vehicles. Drivers shall not permit passengers in the University Vehicles unless those persons are directly involved in the business purposes for which the University Vehicles are being used.

Only those employees that are licensed to operate each specific type of *University Vehicle*, and who have received authorization from the University and have taken the required training (i.e., operator safety training) shall be permitted to drive a University Vehicle as

outlined in the *University Golf Cart and other Motorized Carts Safety Policy*. The University reserves the right to perform drivers' license checks on all University personnel who intend to drive a University Vehicle as outlined in the *University Vehicles-Record Keeping/Review and Operating Requirements Procedure Number 1710.257(a)*.

Florida International University recognizes that certain police officers are required to be "on-call" during off-duty hours in order to respond to emergency situations. This policy is intended to assure that these officers can have the vehicles at their disposal necessary to fulfill the duties of their positions. Police vehicles used during off-duty hours shall be used exclusively within Miami-Dade County, except those employees who live outside Miami-Dade County, and may be used to travel to and from the employee's home and de Minimis personal use. During such use, the officer shall maintain radio contact with central dispatch. The employee may not use the vehicle in business pursuits.

2. Accidents & Incidents

All accidents, injuries and damages that occur while occupying a University Vehicle must be immediately reported to the Department of Risk Management & Environmental Health & Safety, Vehicle Services and the vehicle operator's immediate supervisor.

3. Vehicle Trip Log

A *University Daily Vehicle Trip Log* must be maintained for all University on-road automobiles, trucks, vans and buses, except for vehicles which have been identified as exempt from this requirement. Specific information must be tracked and written in the Log, including the operator's name, the amount of gallons of fuel dispensed, the date and time of each trip, including the starting and ending mileage, the purpose of the trip and/or destination and the supervisor's signature. Departments with an existing inventory of vehicles are responsible for contacting the University Fleet Manager to obtain a *University Daily Vehicle Trip Log* for each vehicle. Trip Logs are also posted on the Vehicle Services' website for your convenience.

The University Fleet Manager will provide the *University Daily Vehicle Trip Log* to the departments on all newly acquired vehicles. Failure to obtain a Log shall not preclude the department of its responsibility of maintaining the log. All departments with non-exempt vehicles are required to submit the original completed Trip Log to the Vehicle Services Shop at the time of completion of the required preventive maintenance service. The University Fleet Manager will verify that the log is correctly completed reflecting, user's name, destination of trip, mileage traveled, fuel dispensed and signature of supervisor (department head/designee). Incomplete trip logs will be returned to the supervisor for correction with a request for an explanation on the missing/incorrect data. The supervisor will be required to clarify any missing or incorrect data and send the completed form back to the University Fleet Manager with an explanation. Completed logs will then be filed in the corresponding vehicle file.



Verification of the gas consumption versus the mileage used will be conducted by the University Fleet Manager against the fuel management system. A calculation of gasoline usage will follow in order to determine if the amount used is reasonable fuel consumption for the vehicle. Comparison and analysis will be documented and shared with the departments if any discrepancies are noted.

If a mileage log was not submitted at the time of the quarterly preventive maintenance, the vehicle will not be released to the department until the log is turned in.

REASON FOR POLICY

To specify the policy and responsibilities associated with acquisition, assignment and use of University Vehicles.

DEFINITIONS	
TERM	DEFINITIONS
University Vehicle	Motor vehicle, watercraft or aircraft designed primarily for transporting persons and construction vehicles, <ul style="list-style-type: none"> • Automobiles • Trucks • Sport Utility Vehicles • Vans • Buses • Mobile homes and offices • All types of watercraft • All types of aircraft • All types of tractors • Utility vehicles, gas or electric, mules, gators, golf carts, all-terrain vehicles, motorcycles, forklifts, street sweepers, motor graders, draglines, cranes, compaction and roller equipment • Wheel and crawler loaders • Refuse collection vehicles • All types of trailers • PTO operated mowers • Man lift

ROLES AND RESPONSIBILITIES

University Fleet Manager, University Staff, Faculty, Operators, Students, CFO, Office of Sponsored Research Administration, Office of the Provost



RELATED RESOURCES

- University Golf Cart and other motorized Carts Safety Policy. Policy # 1150-030: <https://policies.fiu.edu/files/781.pdf>
- University Vehicles-Record Keeping/Review and Operating Requirement Procedure Number 1710.257(a): <https://policies.fiu.edu/files/746.pdf>
- Procurement Manual <http://finance.fiu.edu/purchasing/Docs/ProcurementManual.pdf>
- Disposal of Surplus, Damaged and unserviceable University Property; Procedure 1130.010b <https://policies.fiu.edu/files/239.pdf>
- University Vehicle Justification Form: [University Vehicle Justification Form](#)
- University Daily Vehicle Trip Log & Vehicle Services' website: <https://shop.fiu.edu/resources/fleet/>

CONTACTS

Business Services
Florida International University
11200 SW 8th Street 33199 -Building DC120
(305) 348 - 2187

Business Services- Fleet Management
Florida International University
11200 SW 8th Street 33199 - Building-W2
(305) 348 - 4321

HISTORY

Initial Effective Date: April 4, 2016: This policy supersedes Motor Pool Vehicles Policy 11.10 and Motor Vehicles – Use and Assignment Policy 11.3.

Review Dates (*review performed, no updates*): January 10, 2024

Revision Dates (*updates made to document*): July 2008; Revised: June 17, 2013; Revision Date: April 4, 2016; March 22, 2021