TRANSPORTATION DEPARTMENT

VEHICLE POLICY FOR UNIVERSITY OWNED VEHICLES

Who can drive a university vehicle?

Vans:
- Students and staff that have completed and passed the university certification process for driving a university vehicle.

- Students or staff found driving university vehicles that are NOT certified as well as the driver that was certified and gave the keys to a non-certified driver will be subject to conduct review.

- No more than 12 passengers are authorized to ride in a university van at any time.

How does one become certified to drive a university vehicle?

- Campus Safety & Security is responsible for certifying all drivers of university vans through the 15 passenger van safety training course. A Vehicle Certification Request form must be completed in order to schedule a certification course.

- Vehicle Certification Request Forms must be filled out completely and submitted by a department head to Campus Safety & Security. The driver can then be scheduled to take the course. If any questions about vehicle certification arise you may contact Campus Safety & Security at 303-256-9500.
• Van certification will only be given to those candidates that meet and pass all of the following criteria:

  o Must be at least 21 years of age  
  o Must possess a valid driver’s license  
  o Must pass a road test given by a designated test administrator  
  o Must pass the computerized test  

• The computerized test is administered in the Student Center Office  

• The Vehicle Certification Request Form can be located in the Outlook Public Folders (Public Folders/Denver Campus/Campus Administration/Denver Transportation).

  1. Click on the Denver Transportation Folder and you will see a screen with Vehicle Request Forms.  

  2. Click on a form and fill it out. Once the form is completed send it to den.transportation@jwu.edu  

How can one request a university vehicle?

• A University Vehicle Request Form can be found in the public folders under the following pathway:  

  Public Folders/Denver Campus/Campus Administration/Denver Transportation  

• The University Vehicle Request Form must be filled out in its entirety and include the name of the approving authority of the requesting department. Failure to do so will result in the request being denied.  

• All University Vehicle Request Forms must be received at least five (5) business days prior to the date of request. Requests with out at least five (5) days notice may not be approved.
• All University Vehicle Request Forms can be submitted to the e-mail address of den.transportation@jwu.edu or it may be saved and drug into the Transportation E-mails folder under public folders.

• All requests are subject to availability of university vehicles.

Charges associated with using a university vehicle

• $1.05 per mile, per university van
• $40.00 per day for trips over 50 miles one way
• $50.00 cleaning fee for any vehicle returned in a condition not as it was received.
• $25.00 same day late return fee
• $50.00 each day after late return fee

How does a department get billed for the charges associated with using a university vehicle?

• The department personnel submitting the University Vehicle Request Form will be required to submit the account number that the charges associated with the use of the vehicle will be charged to.

• Mileage of each vehicle used will be collected when keys are given to the designated driver by facilities management personnel or a campus safety officer, and again when the keys are returned.

• A copy of the Vehicle Inspection Form (which includes documentation of mileage used, and any damage to the vehicle) may be given upon the driver’s request once the vehicle and keys have been checked in. This can be used for invoice verification by the department that used the vehicle.

• The mileage from the department’s use, along with any driver assessed fees will be included on the Transportation Invoice and sent to the department with a copy sent to Denver Campus Accounting Department.
• The driver representing the respective department or university organization may be held responsible for any damages sustained to the vehicle they have checked out.

Fueling, cleaning, and maintenance of a university vehicle

• Any university vehicle being used by a department will be fully fueled when the vehicle is picked up.

• Should a vehicle need to be fueled while being used by the department, there are fuel cards attached to the key lanyards that can be used to pay for fuel at any Conoco fueling station. Upon utilizing the card you will be prompted to enter the driver ID number which can be found on the back of the card.

• Department drivers using the university vehicles should refuel the vehicle prior to returning them to Facilities Management or Campus Safety & Security.

• Vehicles need to be returned in good order. Department drivers should not return them excessively dirty or with trash and debris inside. A $50.00 cleaning fee may be assessed following the return inspection.

• Scheduled maintenance and cleaning will be managed by Facilities Management.

Picking up and turning in a university vehicle

• During normal business hours (7:00 A.M. until 4:00 P.M.) vehicles can be picked up or turned in by contacting Facilities Management at 303-256-9430.

• If you are picking up or turning in university vehicles after hours (4:00 P.M. until 7:00 A.M.) then you can contact Campus Safety & Security at 303-256-9500.

• The certified driver designated on the University Vehicle Request Form is responsible for meeting the facilities management personnel or campus safety.
officer at the designated pick up time for the inspection of the vehicle as part of the check-out process. The driver MUST be present for the inspection of the vehicle. Once the inspection is completed the driver can take possession of the vehicle.

- Facilities Management is responsible for maintaining all *Vehicle Inspection Forms*

- The certified driver designated on the *University Vehicle Request Form* is responsible for meeting facilities management personnel or a campus safety officer at the designated return time in Lot 6 (Wildcat Parking Lot). A final vehicle inspection will be conducted in order to complete the check-in process. The driver MUST be present for the inspection. The vehicle/keys will not be accepted until the inspection is complete.

Also, please return the vehicle on time as per your program’s vehicle request form as there will be times when vehicles are scheduled out immediately following your return. If you anticipate returning late, contact Facilities Management or Campus Safety & Security to notify of a potential late return. A $25.00 late return fee may apply.

**Van Cancellations**

If for some reason a van request needs to be cancelled this cancellation will be done at least two days in advance. If the van request is cancelled less than two days in advance your department will still be charged the day use fee of $40.00.

**Emergency situations**

Each university vehicle is equipped with basic emergency kits in the event a problem occurs. These kits include: flares, flashlight, emergency blankets, first aid kit, oil, fire extinguisher, jumper cables, and coolant. Each vehicle is also equipped with an On the Safe Side Driver’s Manual, accident reporting kit, current
registration and insurance card. Please follow all instructions listed in the event of an accident or emergency.

If you should be involved in an accident while driving a university vehicle first contact the police department of the local jurisdiction the accident occurred in. Then immediately notify Campus Safety & Security at 303-256-9500. Fill out the accident reporting form and turn it into Campus safety & Security Dispatch, located on the 2nd floor of the Student Center, upon your return to campus.

For additional assistance, contact Facilities at 303-256-9340 during normal business hours or Campus Safety & Security at 303-256-9500 after business hours.