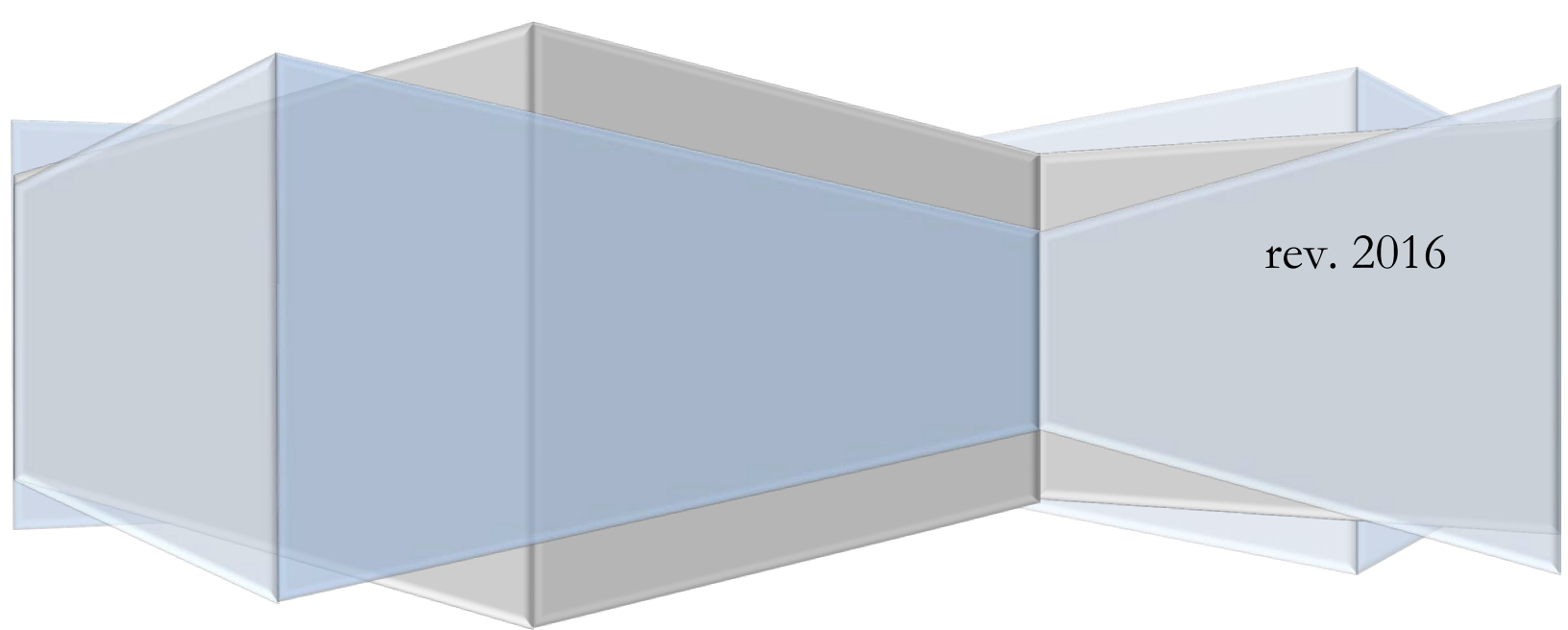


Vehicle Usage Policy

Florida State University Coastal & Marine Laboratory

FSUCML Admin Staff



rev. 2016

VEHICLE OPERATING POLICIES AND PROCEDURES

Florida State University COASTAL & MARINE LABORATORY

(updated 06/21/2016)

GENERAL INFORMATION

The Florida State University Coastal & Marine Laboratory (FSUCML) maintains a fleet of vehicles (Table 1) for FSUCML faculty, staff (including OPS), and graduate students. Eligible drivers are university employees with a valid driver's license who can certify that they have a good driving record with no moving violations. All drivers are required to comply with these operating procedures and sign and comply with the FSUCML Vehicle Usage Agreement. Before being allowed to use any vehicle, the candidate driver must demonstrate proficiency in driving the particular vehicle by taking a driving test with a designated FSUCML employee. Once certified, the driver must provide a driver's license copy which will be kept on record by the Vehicle Manager.

Vehicle #	Description	Year	4WD	# passengers	Primary Use
285	GMC Sierra 4 Door	2011	YES	6	Research
287	Toyota Tacoma 4-Door	2011	YES	5	Research
567	Ford w-Tommy Lift	1995	NO	3	Research
620	Dodge Ram 2500	2000	YES	2	Staff
670	Ford F-250 Extend. Cab	2001	NO	6	ADP
949	Chevrolet Van	2006	NO	15	Shuttle
1036	Toyota Tacoma 4-Door	2012	YES	5	Reef Lab/Staff

All certified drivers must complete the vehicle usage agreement form certifying that they will only use the vehicle to conduct university business, and that they understand and will comply with these department policies and procedures, FSU regulations, and applicable state and federal laws. Unsafe driving or noncompliance with the above procedures may result in termination of driving privileges. The driver is personally responsible for all fines, damages, accidents and injuries, and other disciplinary actions resulting from violation of state and federal laws, and University regulations due to the unauthorized use, operation and parking of the vehicle.

RESERVATIONS

Vehicles are reserved on a first come, first serve basis using the following procedure:

- (1) Check the availability of vehicles on the FSUCML sharepoint calendar (<https://cml.intranet.fsu.edu/SitePages/Home.aspx>). Entry requires use of your FSU ID and password
- (2) To get to the reservation form, choose "List Tools" from the top of the calendar
- (3) Under "List Tools," click "Items"
- (4) Then click "New Item"
- (5) Fill out the reservation form that pops up, being sure to answer all starred entries. The reservation is approved and activated only after the Reservation Manager confirms with you by email.
- (6) If you need to cancel a reservation, please contact the Reservation Manager (Durene Gilbert degilbert@fsu.edu, phone 850.697-4095)

Note. Due to the high demand for our limited number of vehicles, users are encouraged to make reservations as far in advance as possible. Where conflicts occur, the Reservation Manager will determine how vehicles are distributed among users

VEHICLE CHECK-OUT AND RETURN

VEHICLE OPERATING POLICIES AND PROCEDURES

Florida State University COASTAL & MARINE LABORATORY

(updated 06/21/2016)

On the day of vehicle checkout, the user obtains a key to the reserved vehicle from the Vehicle Manager, who is required to inform each driver of the proper operating procedures. Each vehicle is kept in a reserved parking place in front of the greenhouses and should be returned to this spot upon completion of the trip.

The user is responsible for the following:

- (1) Returning the vehicle to its reserved service parking place. If the reserved space is occupied, the driver can park in any service vehicle space, but must notify the Vehicle Manager of the change in location immediately
- (2) Entering mileage in the vehicle log sheet, including the following information:
 - a. Start of trip: Enter the date, starting odometer reading, destination, drivers name, faculty to charge, grant number (if applicable), class number (if applicable).
 - b. End of trip: Enter the date, ending odometer reading
- (3) Return the keys to the Vehicle Manager
- (4) Submit a properly completed usage form and all gas receipts to the Reservation Manager.

Note. Users are responsible for reporting all safety or maintenance problems with any vehicle to the Vehicle Manager as soon as possible. Users are expected to report any accidents to the Vehicle Manager, no matter how small (e.g., a dent in the bumper). Users must remove all trash, litter and personal items after each trip. Further, users are expected to rinse the vehicle thoroughly with freshwater if it has been exposed to salt water. This includes the truck bed. **Repeated non-compliance with this request may result in removal of driving privileges.**

EMERGENCIES / ACCIDENTS

Emergency instructions can be found in the Mileage Log Notebook. The information includes the telephone number of a 24-hour tow service.

In case of an accident, you are required to contact the appropriate law enforcement agency:

- Leon County: 911 and or the FSU Police (644-1234)
- Wakulla County Sheriff: 850-745-7100
- Franklin County Sheriff: 850-670-8500
- Any other location outside of Franklin and Wakulla Counties: 911.

The Florida Automobile Liability ID card is in the glove box in each vehicle. If circumstances permit, get copies of all accident report documents and/or a case number. In addition, you are required:

- (1) To report the accident to your supervisor as soon as possible.
- (2) To report the accident to the FSUCML Business Manager who will follow-up with the necessary FSU forms and procedures.

Moving violations that involve drinking, falling asleep at the wheel, texting or talking on the cell phone will result in termination of driving privileges.

ALL DRIVERS ARE EXPECTED TO HONOR THE FSU POLICY AGAINST TEXTING WHILE DRIVING AND THE STATE OF FLORIDA TEXTING WHILE DRIVING BAN AT ALL TIMES.

Florida State University Policy Against Texting While Driving when Performing Work under Federally Funded Sponsored Projects

(October 1, 2011)

Scope

This policy applies to all Florida State University faculty, staff and students performing work under a federally funded sponsored project.

Policy Statement

It is the policy of Florida State University to comply with Presidential Documents: Executive Order 13513 of October 1, 2009, "Federal Leadership on Reducing Text Messaging While Driving" (<http://edocket.access.gpo.gov/2009/pdf/E9-24203.pdf>). Consistent with this Executive Order, Florida State University faculty, staff, agents, and students shall not engage in text messaging when driving federally-owned vehicles or while driving any vehicle, including personally owned vehicles, when performing work under a sponsored project.

Reason for Policy

Federal Leadership On Reducing Text Messaging While Driving, was signed by President Barack Obama on October 1, 2009 (ref.: <http://edocket.access.gpo.gov/2009/pdf/E9-24203.pdf>). This Executive Order requires granting and contracting agencies to encourage award recipients and contractors of the Federal Government to adopt and enforce policies that prohibit the use of text messaging while driving federally or institutionally owned vehicles, or while driving personally owned vehicles when performing any work for or on behalf of the government. Agencies have begun to require the adoption and enforcement of such policies as a condition of receiving federal contracts and grants. This policy is intended to comply with those portions of the Executive Order that reflect the appropriate scope of Executive branch authority, namely, the ban on texting while driving federally owned vehicles or any vehicle when performing work for or on behalf of the government.

Procedures

The Office of Sponsored Research Services will disseminate this policy by posting it on our website and sharing it through the SRS listserv. The principal investigator will be responsible for ensuring that staff working on federally funded sponsored projects are aware of the requirements of this policy.

Definitions

"Texting" or "Text Messaging" means reading from or entering data into any handheld or other electronic device, including for the purpose of SMS texting, emailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication.

Sanctions

University faculty, staff, agents, and students that are found to be in violation of this policy will be personally subject to sanctions relating to the individual's employment and/or their participation in federally funded sponsored projects.

Additional Contacts

Gregory Thompson

Sponsored Research Services

850-644-5260

gwthompson@fsu.edu

Related Information

This policy applies to federally funded grant and contracts awarded to Florida State University, whether awarded by the federal government directly to Florida State University or awarded to another entity and "passed-through" to Florida State University.

FLORIDA STATE UNIVERSITY COASTAL & MARINE LABORATORY
VEHICLE USAGE AGREEMENT

All drivers of vehicles must certify to the following:

1. I certify that I have a current valid Florida's driver's license*¹ appropriate for the vehicle type and have provided a copy of my driver's license to Lara Edwards in the admin office for inclusion in my personnel file and Mark Daniels, Vehicle Manager.
2. I certify and provide documentation that I have a good driving record and have not received any citations on my record (e.g., speeding, reckless driving) in the past 12 months.
3. I certify that I will abide by all applicable local, state, and federal driving regulations and laws.
4. I certify that I will not operate any vehicle until the driver and all passengers have fastened seat belts.
5. I have read and understand the vehicle operating policies and procedures as defined by the Florida State University Coastal & Marine Laboratory.
6. I will report any operating problem(s) and any accidents, no matter how minor (e.g., bumper dents) with the vehicle to The Vehicle Manager via e-mail to mdaniels@fsu.edu.
7. If I reserve a vehicle and my needs change, I will notify Durene Gilbert, the Reservation Manager in the admin office, as soon as possible.
8. I understand that I am personally responsible for fines, tickets, disciplinary action, etc. received as a result of failure to follow FSU parking rules and/or local, state, and federal laws, and FSU regulations. I understand that non-compliance with any of these provisions, and additionally, driving while under the influence or while texting or using the cell phone will result in removal of driving privileges.
9. I certify that I am currently employed by the university, which is a requirement for vehicle usage, and that I have provided certification of my employment to Lara Edwards in the admin office for inclusion in my personnel file.
10. I understand that my FSUCML vehicle driving privileges may be revoked based on documented evidence of vehicle misuse and/or improper or unsafe driving.

Driver's License Number		Expiration Date	
Driver's Name (Printed)	Date	Driver's Signature	Work Phone No.
Supervisor's Name (Printed)	Date	Supervisor's Signature	Work Phone No.

¹ Note – Florida Driver's License requirement does not apply to college students, but does apply to all other employees