

**VEHICLE OPERATING POLICIES AND PROCEDURES**  
**Florida State University COASTAL & MARINE LABORATORY**  
**(updated 09/16/2015)**

**GENERAL INFORMATION**

The FSUCML maintains a fleet of vehicles (Table 1, below) for the use of faculty, staff (including OPS), and graduate students associated with the Florida State University Coastal and Marine Laboratory (FSUCML). 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	FSUCML campus use only
670	Ford F-250 Extend. Cab	2001	NO	6	ADP
1036	Toyota Tacoma 4-Door	2012	YES	5	Staff/Research

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 the reservation with an email to you.

- (6) If you need to cancel a reservation or have any questions, please contact the Reservation Manager – Durene Gilbert – [degilbert@fsu.edu](mailto: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 over vehicle use, the Reservation Manager will determine how vehicles will be distributed among users

### **VEHICLE CHECK-OUT AND RETURN**

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 CML business manager who will follow-up with the necessary FSU forms and procedures.

Moving violations that involve drinking, falling asleep at the wheel, or 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 WHEN PERFORMING WORK UNDER FEDERALLY FUNDED SPONSORED PROJECTS. THIS POLICY APPLIES TO ALL DRIVING IN FSUCML VEHICLES, REGARDLESS OF THE FUNDING SOURCE OR THE TYPE OF WORK BEING PERFORMED.**