



EAST TENNESSEE STATE UNIVERSITY

Facilities Management

Policy Number: 900.1

Title: Vehicle Use Policy

Implementation Date: July 25th, 2016

Last Audited: March, 2017

Last Revised: July 19th, 2017

Purpose

To establish standards regarding the safe use, operation, and maintenance of university owned or leased vehicles, including utility vehicles, golf carts, and all-terrain vehicles.

Scope

This policy applies to all employees in Facilities Management, including temporary employees.

Procedures

The following requirements apply to any type of university owned or leased vehicle, including utility vehicles, golf carts, and all-terrain vehicles:

1. All employees will use safety belts, if so equipped.
2. All employees must possess a valid driver's license before operating.
3. Employees must have their license on their person while operating.
4. All employees must immediately contact Public Safety or police services having jurisdiction if they are involved in an accident and property damage occurs to the public (e.g. privately owned vehicles or private property). **If injuries are involved, immediately contact 911 for emergency services.**
5. All employees involved in an accident (where only university property is damaged) must report the accident immediately to their supervisor. The supervisor will complete a *Facilities Property Damage Report Appendix A* and submit to the Director of Environmental Health & Safety.
6. Operators and passengers will keep all appendages (arms, legs, feet, etc.) in the vehicle during operation.
7. Employees are prohibited from riding in trailers or other pulled equipment not designed for passenger occupancy.
8. All employees who operate an ETSU owned vehicle are required to complete a *Vehicle Use Log* (See Appendix B) on a daily basis.

9. The *Vehicle Use Logs* will be audited by the Customer Service Manager on a quarterly basis.

Note: Golf carts cannot be driven on any city street (this includes use of Southwest Ave. to access Buc Ridge). To access Buc Ridge in a golf cart, use the sidewalk on the east side of the road to access Treasure Lane (university owned). Keep in mind that pedestrians have the right-of-way. The VA campus is not considered city streets.

Note: All utility vehicles are prohibited to drive on College Heights Road (to access the golf course or access campus from the golf course) when wet/icy/snowy road conditions exist. Only service trucks/cars will be used on College Heights Road when these conditions exist.

Responsibilities

All Facility Management employees, managers, and supervisors are responsible for reading and reviewing this policy. All Facilities Management employees using university vehicles are responsible for adhering to this policy. All Facilities Management directors, associate directors, and supervisors will ensure that their subordinates adhere to this policy. Facilities Management employees who fail to comply with this policy may be subject to progressive disciplinary action for non-compliance with university policies.

References

Tenn. Code Ann. § 55-9-603 (2016) - **Use of safety belts in passenger vehicles**

Contact Persons

Director of Facilities Management Operations
Senior Director of Customer Service
Associate Director of Environmental Health and Safety
Assistant Director of Horticulture and Grounds
Health and Safety Specialist

Approved by: _____
William Brady Rasnick, Jr., Associate Vice President, Facilities
Management

Date approved: _____

Audited: March, 2017

Revised: July 19th, 2017

Facilities Property Damage Report Form (Appendix A)

Employee Name(s):

Incident Date: _____

Shop: _____ Supervisor: _____

Exact Location of Incident (**take photos if necessary to identify location and hazards, if present**):

Description of Incident:

Weather Conditions (if outside): _____

Lighting Condition:

Description of Property Damage (**take photos**):
