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**


**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

Policy 900.1 – Vehicle Use Policy
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):
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Policy 900.1 – Vehicle Use Policy
## Appendix B

### Vehicle Use Log

<table>
<thead>
<tr>
<th>VEHICLE #:</th>
<th>MAKE:</th>
<th>MODEL:</th>
<th>DATE</th>
<th>MILEAGE IN</th>
<th>MILEAGE OUT</th>
<th>TOTAL MILES</th>
<th>LAST OIL CHANGE</th>
<th>OIL CHANGE DUE</th>
<th>COMMENTS</th>
</tr>
</thead>
</table>

This table is used for tracking the use of vehicles by employees, including the date, mileage in, mileage out, total miles, last oil change, and oil change due information. It helps in managing fleet maintenance and ensuring compliance with policies.