

# Fleet Management

University Facilities (UF)  
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Approved by: Todd Barnette

This document establishes official standard for fleet acquisition, management, and use.

## Summary

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All University vehicles and equipment are owned by the State of South Carolina. Clemson University policy states "University property and equipment must ordinarily be used by staff members only in the performance of University business." Any citation written for action occurring in University Vehicles are the responsibility of the driver. Be Safe!

## Acquisition / Replacement

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### Required Approval

- Authorization to purchase an additional or replacement University Facilities Fleet Vehicle must be approved by the AVP of Facilities, the Business Director, the Facilities Fleet Manager, and the Director of the Department requesting the vehicle.
- Appropriate budget planning for purchases should be completed with the assistance of Facilities Business Director before a request is submitted for approval.

### Fleet Procurement

- State contracts with preferred vendors have been established to expedite the procurement and delivery of University purchases.
- All departments must work with the Facilities Fleet Manager as established policy governs what types of vehicles and equipment can be purchased.
- Facilities departments may not procure any vehicle on their own.

- For a replacement vehicle, the vehicle being replaced must be identified and will be relinquished to Facilities Fleet manager upon acceptance of the new vehicle.
- The goal is to maintain or reduce the size of the fleet.

## Required University Equipment

To improve the safety and efficiency of our fleet, University Facilities has developed certain guidelines and required equipment as defined below. All departments are required to understand and follow the requirements set forth below:

- All vehicles will be Silver or light gray and have the University Facilities logo labeled on each vehicle.
- Vehicle ID numbers must be displayed on each vehicle on the driver's side front wind shield and rear bumper. No other graphics, numbering, decals or stickers will be applied without University Facilities approval.
- Backup cameras, four- corner strobe lighting and back up alarms will be requested on all new vehicles purchased. Any additional vehicle add-ons such as tool boxes, ladder racks, and shelving require pre-approval from the Facilities Fleet manager.

## Disposal of Vehicle

- Facilities Fleet Management is responsible for the disposal of its University Fleet.
- Facilities Fleet manager will arrange to have the vehicle disposed of, removed from the University inventory list, and will arrange for the termination of registration, cancellation of insurance coverage, and the return of license plates.
- Facilities Fleet manager will maintain title of each vehicle and will be the signatory authority for all required forms.

# Responsibility

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## Department Director

Every department with a University Fleet Vehicle must designate a supervisor to oversee the daily operational use of the vehicle(s) and coordinate all activity involving department vehicle(s) with Facilities Fleet Management.

## Department Supervisor

Supervisors are responsible for understanding University procedure and guidelines along with State and Federal requirements required of their drivers.

Supervisors must exercise proper judgment in granting individuals the right to drive University vehicles. They must refer their drivers to the appropriate training, make them aware of University policy and guidelines and periodically discuss vehicle use and safety.

Supervisors are responsible for maintaining and requesting servicing of their vehicles pursuant to University guidelines. Facilities Fleet Manager reserves the right to require maintenance or other steps to be taken to ensure efficiency in the operation or appearance of a vehicle.

- All maintenance issues should be reported to the Facilities Fleet manager.
- Departments must only use authorized preferred maintenance vendors for work on University owned vehicles.
- See the Fleet manager for the list of contract vendors.

Supervisors must notify their Director and Facilities Fleet Manager when a driver has been suspended, terminated, or transferred to another department; and review and act on all reports or University generated requests regarding fuel, maintenance, and other related reports concerning fleet activity.

Supervisor is also responsible for

- Assigning drivers
- Ensuring Accident Reporting Form and Insurance Card are in vehicles
- Properly maintaining vehicles
- Reporting all accidents to Director, Facilities Fleet Manager, and Risk Management.
- Reporting all driver's license issues including medical clearance issues
- Securing vehicle keys

## Drivers

### Requirements/ Qualifications

Drivers are defined as those who have the requirements of a valid driver's license as a condition of employment, and/or are assigned to or have access to a University Fleet Vehicle as defined in this policy. Any member of the Facilities Department who maintains a valid driver's license issued in the United States of America, has an acceptable motor vehicle record, and passes any University required training is authorized to drive a University Fleet Vehicle. The University insurance program may not cover unauthorized drivers.

### **Must have a current driver's license.**

#### License Requirements:

- All drivers must have a valid driver's license appropriate to the class of vehicle being driven.

- Any driver authorized to operate a University Fleet vehicle, as defined in this policy, who has had a driver's license suspended or revoked must notify his/her supervisor immediately and discontinue further operation of a University Fleet Vehicle.
- No one may drive a University Fleet Vehicle with an expired or suspended driver's license. Knowingly driving a University Fleet Vehicle with a suspended or revoked license is grounds for discipline, up to and including immediate termination.

**Classification of Driver's License Requirements:**

- University job positions will include license requirements based on the type/weight of the vehicle being driven.
- All drivers must be aware of University and/or governmental changes and requirements for their type of license.
- All holders of Commercial Driver's License (CDL) are subject to unannounced drug/alcohol screening examinations. Failure to pass a medical certification or drug/alcohol screening will include consequences that may include immediate revocation of driving privileges and other disciplinary actions.
- No member of the Facilities department should knowingly drive a vehicle without the proper license certification and/or training.

**Must follow all driving laws and safety rules and regulations.**

**Must report any vehicle defects and accidents promptly.**

**Must cooperate in the investigation and resolution of any claims.**

**Must conducting a safety review of the vehicle before each operation.**

**Exterior**

- Check glass including mirrors
- Check for body damage
- Check tires
- Check for any leaks
- Check lights (headlights, high beams, signals, brakes)

**Interior**

- Check for any warning lights
- Check windshield wipers
- Check for any interior damage
- Emergency brake
- Recheck signal lights
- Gas Card
- Accident Reporting Form
- Seat Belt

*Note: Report any deficiencies to your supervisor before driving your vehicle. In case of an accident, Call CUPD and notify your supervisor and Fleet Manager immediately.*

## Facilities Fleet Manager

- Oversee all aspects of use of University vehicles.
- Oversee the management of operating fleet vehicles under the University Fleet Safety Program.
- Responsible for accident review and developing proactive ideas and solutions for claims trends, issues and training opportunities.

## Facilities Safety Coordinator

- Maintain list of all trained drivers.
- Conduct Driver Safety Awareness training.

## Office of Risk Management

- Secure appropriate insurance (Liability, Comp, Collision, etc.)
- Process all accident reports and oversee the settlement of auto claims.
- Review trends and recommend steps to prevent recurrence.
- Responsible for accident review and developing proactive ideas and solutions for claims trends, issues and training opportunities.

# Use of Vehicles and Equipment

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Vehicles and equipment are to remain on campus unless being used to transport materials and/or staff for University business. At no time are Facilities vehicles to be used to travel to and from home or used for transportation off-campus for lunch or breaks. Vehicles, tools, and equipment are not to be taken from campus for personal use.

## Motor Vehicle Management Act

Drivers may not use any hand-held electronic devices (cell phone, PDA, MP3 player, or other electronic communication devices) while operating a State Fleet Vehicle. If a call must be made or received while driving, the driver must pull over to a safe place and put the vehicle in "park". Additionally, drivers should pull over to a safe place and put the vehicle in "park" to adjust GPS or other navigational devices. Drivers are prohibited from using social media, texting, dialing outgoing calls, or writing e-mail messages while driving a State Fleet Vehicle.

## University Driver Safety Training

All drivers of University Fleet Vehicles and all students driving on University business or for any University related activity must complete and pass the established University driver safety awareness training program before operating any vehicle. Drivers who have been involved in an accident or who receive a moving violation may be required to take mandatory refresher training.

## Use of Tobacco Products

Clemson University is a tobacco free campus. As in University buildings, use of tobacco products is not permitted in University Facilities vehicles including utility carts. This includes smokeless tobacco and "vapes".

## Seatbelts

If the vehicle has seatbelts, they shall be worn when the vehicle is moving in accordance with SC state law.

## Theft, Loss, or Damage

Do not leave vehicles running unattended. Employees are responsible for reporting to their supervisor the theft, loss or damage of any equipment assigned to them. In the case of theft, the appropriate authorities should be notified immediately, and a police report filed. Facilities staff shall exercise sound judgment and not leave equipment unsecured in areas where theft might occur.

## Use of Utility Vehicles / Golf Carts

In accordance with state of South Carolina law:

- No person shall drive any vehicle (including bicycles) upon a sidewalk or sidewalk area, except upon a permanent or duly authorized temporary driveway. Please note: Signs mark specific areas allowing service vehicles.
- Moped drivers are subject to the laws of the road and can be cited for traffic violations.
- Driving illegally on a sidewalk is a misdemeanor punishable by S.C. law.

CUPD offers the following information about Golf Carts:

*"Golf carts by law have never been allowed on sidewalks and are only allowed on roadways or service driveways. They may not be operated on a roadway with a speed limit higher than 35mph (except for crossing over) and are not allowed on public roadways at night. They must be registered with the SCDMV to be lawful to operate on the roadway and must also be insured through the appropriate governing office to obtain insurance. Contact the department head for assistance with this, as it is a University requirement to operate a golf cart. The driver must also have their driver's license in their possession when operating."*

Facilities Management employees are granted some flexibility to drive golf carts across sidewalks and/or on sidewalks for short distances, if it is the only way to gain access to areas needing maintenance. Use extreme caution and consider the safety of pedestrians when doing so. The driver must make an audible signal when they are about to overtake pedestrians and must signal their intention to stop or turn. If the vehicle is not equipped with signals they should use hand signals.

## Parking

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Operators of University Facilities State Fleet Vehicles must comply with the latest Parking Services Parking Regulations. Failure to do so may result in a parking citation. A citation received for a parking violation in a State Fleet Vehicle will NOT relieve the vehicle operator from the responsibility to pay the fine. It is incumbent upon all University Facilities State Fleet Vehicle operators to abide by the regulations and use common sense when parking State Fleet Vehicles. In all situations, the nearest red marked "Service Vehicle" space should be the first choice. If there are no red spaces available within a reasonable distance of the work site, use good judgment and follow the guidelines and regulations below.

- If work is being conducted out of the truck (welding, bucket truck work, etc.) and you are present at the vehicle working, you will be exempt from parking regulations providing you have provided alternate route for pedestrians. Flashing lights, cones, etc. should be used to make the area at work site, along with your presence conducting work.
- To notify Parking Services where you will be working, and that you will need to park in an area not designated for parking, send an e-mail to [Parking@clemsun.edu](mailto:Parking@clemsun.edu). This e-mail may not prevent a parking citation if you are not within the stated guidelines but will serve to let the Parking Enforcement Officers know where you will be working. Project Managers and/or supervisors should make advance arrangements with Parking Services for "Service Vehicle" parking for multi-day projects.
- Vehicles such as mopeds, golf carts, or maintenance equipment must not be located underneath breezeways, blocking doors, or stairs of campus facilities. Obstructing a passageway of a building is a violation of fire codes. Park all types of vehicles safely.

### State Fleet Vehicle Parking Guidelines

These are some parking guidelines and regulations to be followed regarding parking State Fleet Vehicles. It is not intended to be an exhaustive list:

**DO:**

- Use "Service Vehicle" parking areas. They are marked by sign(s) and/or red pavement markings.
- State Fleet Vehicle MAY park in loading zones for up to two hours.

- State Fleet Vehicle authorized to park in areas reserved for special events SHALL be identified with placards or permits as approved by Parking Services and issued by the event host prior to the day of the event.
- State Fleet Vehicle MAY park in green employee parking spaces while performing work on campus and a "Service Vehicle" space is not available.
- State Fleet Vehicle MAY park in front of dumpsters IF the dumpster has been emptied that day. Check with the Recycling Department if not sure about the dumpster schedule.
- State Fleet Vehicle MAY park on the concrete apron adjacent to the Holmes and McCabe dorms.

**DON'T:**

- State Fleet Vehicles MAY NOT park in a manner that obstructs a fire lane.
- State Fleet Vehicles MAY NOT park in metered spaces or disabled spaces.
- State Fleet Vehicles MAY NOT park on the brick plaza at the west entrance to Brackett Hall.
- State Fleet Vehicles May NOT park or drive in the protected root zone of a tree. The protected root zone is defined as 1.50 times the radius of the drip line of a tree.
- State Fleet Vehicles MAY NOT block the entrance to buildings unless unloading and possessing an unloading permit.

## State Fleet Vehicle in Staff Parking Areas

In order to prevent the appearance of material being transferred from University to personal vehicles, no University vehicle shall be stopped in staff parking areas at personal vehicles unless performing University work in that area. Personal vehicles should not be parked inside the Facilities compound area without prior approval of the appropriate Director.

## Parking Fines

Parking fines issued to drivers of University Fleet Vehicles must be turned in to the department supervisor on the day of the infraction. Supervisors are to carefully review each ticket and discuss appropriate resolution with the driver to reduce repeated occurrences.

- Parking fines for any infraction must be investigated with the driver immediately.
- Parking fines must be paid for by the individual; the University is prohibited to pay fines issued to an employee while the employee is operating a fleet vehicle.

## Contractor Parking Rules

Contractors that are performing work under the direction of University Facilities must comply with the Parking Regulations and failure to do so may result in a citation. The University Facilities employee responsible for the contractor must ensure the contractor's vehicles comply. Contractor vehicles ARE



required to obtain a vendor permit from Parking Services and display the permit in the vehicle. Contractors' vehicles shall follow the same guidelines and regulations listed above for State Fleet Vehicles. Exception: Contractors may park within a fenced construction staging area or fenced construction site.

## Accidents

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The driver must report all accidents to the Facilities Fleet Manager, no matter how small, that occur while driving University Fleet Vehicles, as defined in this policy and must also notify his or her supervisor immediately. Drivers, if able to, should complete the Accident Report Form located in the vehicle glove box.

The department must report the accident to the Facilities Fleet Manager and Risk Management department immediately upon learning of the accident or of damage to a vehicle. Instructions for reporting accidents can be found on the Office of Risk Management website.

All accidents will be reviewed by the Director of the department, immediate supervisor and facilities fleet manager to determine preventability and preventable accidents will be referred to the department for appropriate action.

Any accident not reported on a timely basis or any preventable accident may require a driver to take refresher training and may lead to loss of driving privileges and/or disciplinary action.

Risk Management will determine any deductible to be paid by departments. Late reporting of accidents could lead to a higher deductible to be paid by the department and potential discipline action.

## Additional Operation Guides

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The following safety rules must be followed while operating a fleet vehicle:

- Only passengers on official University business can ride in University vehicles.
- Headlights should always be on.
- No driver shall operate a University vehicle under the influence of alcohol or drugs, or when his/her ability to operate a vehicle safely may be impaired by medication, illness, fatigue, or injury.
- All accidents resulting in personal injury or property damage, regardless of the degree of severity, must be reported to Clemson University Police Department and Facilities Fleet Manager immediately and to the driver's supervisor before the end of the driver's shift. The Office of Risk Management must be notified within 24 hours or as soon as practical thereafter.
- Drivers must always park in authorized parking spaces.
- No eating or drinking while driving a vehicle.

- Drivers are responsible for the cleanliness of their vehicle after each shift.
- All doors must be closed while the vehicle is in motion.
- Departmental regulations specify the authorization process for obtaining fuel. The basic fluid levels (oil, coolant, windshield washer) should be checked when getting fuel.
- Vehicle mileage and use logs must be kept for all University vehicles as applicable.
- Keys may not be duplicated, unless authorized, and must be returned promptly to the department after each use.
- All moving violations received while driving on University's behalf must be reported to an immediate supervisor within one working day.
- Whenever the vehicle is left unattended, the transmission must be placed in park or in gear, the parking brake set, the engine turned off, the windows closed, the doors locked, and the keys removed.
- Laws and regulations of Motor Vehicle Department must be followed.
- Handicapped spaces, fire lanes, sidewalks, and the area around hydrants must not be used as parking spaces.

Defensive driving techniques should be exercised:

- Maintain a safe following distance and increase it during slippery road conditions.
- Yield the right of way when traffic controls mandate it and be prepared to yield the right of way to drivers who fail to follow the traffic signals.
- Pedestrians and bicycles in the roadway always have the right of way.
- Getting out of the vehicle and check behind the vehicle before backing up.
- Back into parking spaces whenever possible.
- Disciplinary action can and will be taken for at fault accidents in accordance with the University's Human Resource policies on discipline.

Driver Discipline Program – Disciplinary Infractions:

Immediate suspension or termination of employment may result from any of the following while driving a University Fleet Vehicle:

- Driving while under the influence of illegal drugs, alcohol, or any medication that impairs judgment. A temporary suspension of driving privileges may be necessary due to a medical or health related issue that may temporarily interfere with driving ability.
- Hit and run accidents, including: evading responsibility, leaving the scene of an accident, failure to leave notice of an accident.
- Operating a vehicle while driver's license is under suspension or revoked.
- Failure to notify supervisor of license suspension or revocation
- Violation of State or Federal DOT regulations.

Suspension of driving privileges and discipline up to and including termination may result from any of the following while driving a University Fleet Vehicle:

- Failure to report an accident to management immediately.
- Failure to notify local police of an accident immediately.
- Poor driving record.
- Leaving the keys in the ignition of an unattended vehicle.

## Notification of this Procedure

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All University Facilities personnel must complete the Fleet Management FM training on-line. Passing the course exam will be proof of notification.

## Disciplinary Action

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At a minimum, employees who violate these procedures will be subject to the following disciplinary actions:

- 1st Offense during 36-month period will result in verbal counseling session with respective Director.
- 2nd Offense during 36-month period will result in mandatory oral reprimand with written documentation placed in the individual's Facilities personnel file.
- Subsequent Offenses will result in a written reprimand placed in the individual's University personnel file, suspension without pay, or dismissal, depending on the severity of the violation.