

The University of Mississippi

Motor Vehicle Policy And Fleet Management Guide

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Foreword

This guide contains the basic elements concerning the safe and legal use of all vehicles operated for the benefit of the University of Mississippi, whether they are university vehicles, rented, or private vehicles. The use of this guide will facilitate continuity across the IHL System with regard to elements addressed while allowing flexibility among member institutions as to how each element is addressed. The following elements are reflective of various state and federal laws and regulations, insurance industry standards, and safety standards. The following practices are designed to apply to motor vehicles that are licensed to operate on public roadways and the drivers of such vehicles, in compliance with IHL Board Policy 711.06.

General

Statement of Purpose: These policies and/or procedures exist to promote the safe, legal, and responsible use of university vehicles owned or operated for the benefit of the University of Mississippi. The protection of life, property, and the good stewardship of public resources is at stake.

Application: These practices apply to any and all vehicles used for the benefit of the University that are licensed for travel on public roads.

Enforcement/Consequences: University employees and student drivers are warned that failure to follow this policy will subject the person violating this policy to disciplinary action, including possible dismissal from the University.

Management

General: The university administration has endorsed this overall vehicle operations and fleet management policy/program, recognizing that first and foremost is the safety of employees, students, and the public. The benefits of this vehicle policy include wise stewardship of public resources, a good public image, conservation of budget, and responsibility to citizens. With consideration given to how vehicles are allotted, assigned, or managed, all levels of university administration (faculty and staff) should be familiar with this master policy and fleet management program and are to be held accountable for the program's development, management, and implementation.

All university vehicles belong to the institution as a whole and are considered a single fleet of vehicles. While most vehicles are managed as individual or departmental vehicles, they are still part of the University's fleet and will be treated as such under this policy. Having a university vehicle to operate is a

privilege, not a right. Each department with an assigned university vehicle will designate a point of contact to work with Procurement Services on enforcement and compliance with the Motor Vehicle Policy and Fleet Management Guide. This person may be the department head or his/her designee.

Safe and Courteous Operation: University vehicles, and the manner in which they are operated, affect the University's image. Poor driving manners and inappropriate use reflect on the university and all its employees. Operators must exercise the highest degree of prudence and courtesy. Unsafe or aggressive driving, such as those acts listed below, can create negative public impressions and result in bodily injury, death, or property damage.

- (1) Speeding
- (2) Improper passing
- (3) Failure to yield right-of-way
- (4) Tailgating
- (5) Failure to adjust to road or weather conditions
- (6) Failure to use vehicle's safety devices such as lights, wipers, turn signals, etc.
- (7) Improper gesturing, language, or use of horn or lights
- (8) Other violations of law or improper conduct

If misuse has occurred, it is the responsibility of the employee to **immediately** bring the misuse to the attention of the department head and the Director of Procurement Services. The department head shall investigate all alleged misuse complaints received.

Approval to Purchase New Vehicles: The Institution's Executive Officer (IEO) or his/her named "designee" must approve all vehicles purchased. A Vehicle Justification Form is required and must be approved by the IEO or designee. [See Vehicle Justification Form.](#)

All vehicles purchased by the university are required to be purchased in accordance with the established State Contract. Contact the Office of Procurement Services if there is a need for a vehicle that is not on the contract. See State Contract at: <http://www.dfa.state.ms.us/Purchasing/StateContracts/VehicleList070.html>.

IHL Monthly Vehicle Summary Report

Under IHL requirements, university departments that operate vehicles are responsible for vehicle policy compliance. This includes detailed record keeping on all fuel, miscellaneous repairs, tires, preventative maintenance including oil changes, annual inspections and the general appearance of each vehicle. In addition, it is required that a daily travel log of all trips be recorded for each university vehicle for in-state and out-of-state travel and must be maintained in a

safe location in each vehicle. The log should include beginning and ending odometer readings, total miles traveled, and destination. Do not round up on mileage.

The above information will be requested monthly by the University Property Officer on all university vehicles for inclusion in the IHL Monthly Institutional Vehicle Summary Report. This report is due at IHL on the 10th of every month. Departments will be notified on the 1st of each month regarding the required updated vehicle information, and will have until the 7th of each month to furnish the information to the Property Office.

While ultimate responsibility for departmental vehicles resides with the department head, it is recommended that departments appoint a departmental coordinator or liaison responsible for this record keeping responsibility. Failure to provide accurate and timely information on each vehicle could result in loss of the vehicle (i.e. department must surrender) or an administrative “block” on the acquisition of any future vehicle(s) for that department.

Risk Management

Liability Coverage: The University of Mississippi, as authorized by the IHL Board, carries auto liability coverage only on vehicles that are licensed for street and highway travel. Proof of insurance (i.e. current insurance cards) must be kept in every university vehicle. Insurance cards can be downloaded from the [Procurement Services website](#). New cards are required every July 1.

The Mississippi Tort Claims Act provides liability protection for the driver and the University. It is the exclusive remedy under the law while automobiles are being used within the scope and course of one’s duties for the University. Within Mississippi, the tort limit is \$500,000 per occurrence. This limit does not apply when out of state. **There is NO liability protection coverage in force when a university vehicle is operated unlawfully or for other than official university business.**

Accidents and Accident Reporting: Immediately report accidents involving a university or rented vehicle to law enforcement, the department head, Human Resources, and the Director of Procurement Services. Procurement Services will complete and process the Automobile Loss Notice. Copies of the reporting form will be sent to the University’s insurance company, IHL loss prevention office and to the University Attorney’s Office. Post-accident drug testing may be required by the university’s [Drug and Alcohol Testing Policy](#). Always obtain the name, driver’s license number, tag number, and insurance carrier from any other drivers involved in an accident. See “Motor Vehicle Incident Reporting Instructions for Drivers” on page 25 for more specific information. **Do not make statements except to answer questions asked by law enforcement officials.**

Injured Employee: For injuries sustained in a work related automobile accident, Workers' Compensation coverage will serve as the exclusive remedy to employees injured in a vehicle collision while engaged in the course and scope of one's duties for the University. Injuries should be reported immediately to the employee's supervisor, the department head, Human Resources, and Procurement Services.

Injured Passenger (non-employee): Nonemployee(s), including students not serving in an employment capacity, injured in an accident while traveling in a university vehicle currently have \$10,000 of medical coverage per person, per accident and do not have workers compensation coverage. For this reason, non-employees should be discouraged from traveling in university vehicles.

Emergency Equipment: University vehicles used for extensive travel away from campus are encouraged to carry emergency equipment. Suggested equipment should include fire extinguisher, first aid kit, highway warning triangles, and tire pressure gauge. Emergency kits and/or items should be fastened securely to vehicle to prevent injury during a crash.

Vehicle Use Policy

University Vehicle Official Use Policy: University motor vehicles are authorized for use in the performance of all travel or tasks necessary to accomplish official university business. Use is not authorized for unofficial travel or tasks, the transport of unauthorized persons or items, or the performance of tasks outside the rated capacity or designed capability of the vehicle. University vehicles should only be driven by authorized drivers and only used for official university business. Some examples of **unauthorized use** are:

- (1) Sightseeing or pleasure trips unless the trips are part of the official agenda of a business conference.
- (2) Transporting family members, dependents, or friends to school, daycare, medical appointments, social events or other personal activities.
- (3) Conducting other personal business outside the employee's scope of employment.

Personal Use: Using University or rented vehicles to conduct personal business is strictly prohibited by Mississippi Code 25-1-79. Drivers are prohibited from taking a university vehicle to their residence unless previously approved by the driver's Vice Chancellor or Provost. Only in extreme circumstances should this be approved due to the common perception that university property is being used for private purposes.

Vehicle Assignments: University vehicles may not be used in a commuting

capacity solely by virtue of an employee's job title or position. A commute vehicle must be approved by the appropriate Vice Chancellor or Provost and a copy of the written approval must be on file with the Office of Procurement Services. Before any approval for commuting in a university vehicle will be considered, at least one of the following conditions must exist:

- (1) Law Enforcement; OR
- (2) Twenty-Four Hour on Call.

Commuting Approval: Once agency approval has been given for an individual commuting assignment, the Vice Chancellor or Provost shall be directly accountable for ensuring this procedure is followed. If approved for commuting, the university vehicle should be used to commute between campus and the individual's residence ONLY. It should not be used for personal use (i.e. to run errands). Under certain circumstances, a commute vehicle may be considered taxable income to the individual. **University employees and student drivers are warned that failure to follow this policy will be addressed immediately and will subject the person violating this policy to disciplinary action, including possible immediate dismissal from their job.**

Commentary: University vehicle operators are charged with an ethical responsibility to conduct themselves in a professional and prudent business manner. An employee should not engage in any activity that would violate the obligation of trust given with the privilege of operating a university vehicle. Inappropriate activities or misuse include but are not limited to:

- (1) Parking any university vehicle at a compromising establishment for non-business activities.
- (2) Speeding.
- (3) Failure to take proper care of the vehicle (washing, vacuuming, routine maintenance, etc.).
- (4) Using the vehicle for personal use out of the employee's scope of employment.

Operating a University Vehicle: University employees and other authorized individuals with a valid driver's license may drive a university vehicle for official university business only. All university departments that operate university vehicles are required to have all drivers read and sign the Vehicle Use Agreement (see pages 25-26). The agreement contains a provision signifying that the driver has received, read, understands, and agrees to comply with the fleet policies and procedures. Departments shall forward a signed copy of this form to the Office of Procurement Services. This agreement should be read and signed by each driver on a periodic basis after the initial signing.

University employees and approved individuals who have an acceptable driving record may operate a university vehicle. All drivers who use university vehicles

may have their driving records checked annually by the university. Whenever a driver of a university vehicle has his/her driver's license revoked, restricted, or suspended, the driver is required to immediately notify his/her supervisor.

Failure to provide timely notification may result in immediate disciplinary action to the driver and any university personnel having knowledge of the suspension or revocation. Disciplinary action may include the loss of driving privileges for university vehicles, suspension from work, and/or possible termination. Departments shall avoid allowing employees with unacceptable driving records to travel on university business using a university vehicle. **At no time can an employee with a suspended license operate a university vehicle.**

Drivers: Employees and authorized drivers, including students (part time or full time) must be at least 18 years old to operate vehicles owned or rented by the University.

Personal vehicles are also included in this section when used in an official capacity because employees with a valid driver's license are covered under workers compensation and tort liability while on the job. If an unauthorized person (i.e. does not have a valid driver's license) elects to drive, the Travel Office will not reimburse gasoline, mileage, or vehicle rental costs. If traveling in a personal vehicle under these circumstances, the driver assumes all risk associated with the trip.

The UM insurance policy requires drivers to have a valid driver's license to be covered by the policy. Drivers must obey all local and state traffic rules and regulations wherever they travel. Tickets for traffic violations (speeding, failure to yield, etc.) will be paid by the driver of the vehicle and should be immediately reported to Procurement Services. Such traffic fines are not reimbursable to the individual and are considered personal expenses.

It is illegal for a driver to operate a University or rented vehicle while under the influence of alcohol or illegal drugs. The use of tobacco products is not permitted in university vehicles.

Due to pedestrian traffic and vehicle congestion on campus, eating or drinking while driving on campus is prohibited. Making or receiving cellular telephone calls along with sending or viewing text messages while driving is strictly prohibited regardless of where the vehicle is being operated.

Private Vehicles: University officers and employees may be authorized to travel on university business using their private automobile. In these cases, drivers are typically reimbursed on a per-mile basis (at the same rate as federal employees) based on mileage determined by the Mississippi Department of Finance and Administration.

The University will not reimburse for gasoline used in a personal vehicle regardless of the circumstances. University credit cards cannot be used to pay for fuel in a private vehicle. Only actual mileage may be reimbursed.

If authorized for official use, privately owned vehicles will be operated and maintained in accordance with the policies and procedures established for university vehicles. For those drivers utilizing their personal vehicles on university business, the following requirements apply:

- Must have a valid driver's license and meet the same motor vehicle record (MVR) and accident criteria as drivers of university vehicles.
- Automobile liability coverage must be maintained by the driver as prescribed by state law. The university shall be provided with evidence of this insurance coverage, which clearly lists policy declarations and coverage limits, when requested.
- In case of an accident and subsequent claim, third party losses are subject to the protections provided by the Mississippi Tort Claims Act § 46-11-1 et.al. (Subject to all requirements and limitations only if the loss occurred while conducting official university business.)
- The vehicle must be maintained at owner's expense.
- Drivers must comply with all applicable state laws and regulations.
- Motor vehicle records are subject to inspection at any time. The driver's authorization to operate their personal vehicle for university business may be revoked if the motor vehicle record discloses any of the following:
 - The motor vehicle driver's license is revoked, suspended, withdrawn, or denied
 - Operating outside the limitations of a restricted license
 - Driver refuses to undergo drug or alcohol testing in accordance with University policies or as required by applicable state or jurisdiction laws
 - A conviction for driving a motor vehicle while under the influence of alcohol or drugs
- Regular occasional drivers (those being reimbursed more than six times per year for business use) may be required to attend driver safety training and meetings.

The University reserves the right to withdraw this privilege at any time.

Vans (15-Passenger): The University prohibits the purchase of 15- passenger vans due to safety concerns. Additionally, the University will not accept donations of 15-passenger vans. Vehicles donated to university departments must follow all policy requirements of a purchased vehicle. Rental of 15-passenger vans will be prohibited unless special permission is granted by Procurement Services.

There are a few 15-passenger vans still owned by the University. If your department operates an older 15-passenger van, consideration should be given

to providing training for drivers as well as reviewing pages 31-36 (Mississippi Institutions of Higher Learning Van Safety).

Fifteen-passenger/cargo vans in operation will continue to be used until the vehicles are sold or salvaged. Drivers should obey posted speed limits but not exceed 65 mph regardless of posted speed limits. Luggage racks or hauling items on top of 15-passenger vans is prohibited.

Fifteen-passenger vans are not to be used for trips more than 350 miles one way. A bus or several smaller vehicles should be used for trips greater than 350 miles. Exceptions may be granted for special circumstances. The back seat is to be removed from 15-passenger vans manufactured before 2009. Luggage, boxes or equipment inside the van must not be stacked higher than the back of passenger seats.

Drivers must not operate a van continually for more than eight (8) hours and must take a thirty (30) minute break every four hours. Trailers or other vehicles must not be towed with a van. In 15-passenger vans manufactured prior to 2009, a maximum of 10 passengers, including the driver, is permitted with the number decreasing by one for every 170 lbs. of cargo; however, these vans may carry 15 passengers when operated solely on campus.

Animals: Animals are not allowed in university vehicles unless they are transported in the conduct of university business or are required by a passenger's disability.

Non- Official Decals: No decals, bumper stickers, commercial advertising, or political stickers of any kind may be placed on any university vehicle. Only official marking as required by law may be placed on a university vehicle.

Firearms: Firearms are prohibited in university vehicles unless they are required for the performance of official job duties.

Seat Belts: Drivers operating university vehicles and front seat passengers are required by law to wear seat belts at all times. University policy requires *all* passengers in a university vehicle to wear seatbelts at all times, especially on campus. Drivers are held personally responsible (by the university and by law) for not operating the vehicle until seatbelts are fastened.

Personal Property: Personal property in university vehicles is not insured for loss or damage by the State. Coverage for these items may be provided by the employee's personal insurance. Drivers are encouraged to discuss such issues with their own insurance representative and should consider the addition of a "rider" on their own policy.

Rental of Vehicles

The University will allow use of rental cars when there is a demonstrated cost savings over other modes of transportation and use of the rental car is not strictly for the traveler's convenience. If an employee uses a rental car instead of a private vehicle for travel to their destination, state guidelines require documentation of the total rental expense compared to the total mileage expense for using a private vehicle. Reimbursement of the lesser expense shall be claimed on the Travel Reimbursement Voucher. Please remember that an intermediate size vehicle is normally the largest rental that will be reimbursed. Naturally, there will be occasions for which a larger vehicle is required. A waiver request form should be submitted for approval to the Office of Procurement Services prior to making any reservations.

Employees are prohibited from misrepresenting a rental arrangement with a state authorized rental car agency (i.e., Enterprise) for personal travel. The rented vehicle must be for official university business to request the state rate. Employees are prohibited from renting a vehicle and later filing a travel voucher that shows using a personal vehicle in order to receive a higher reimbursement rate.

Vehicles may be rented for university business in certain circumstances, such as:

- Out of town travel
- Replacement vehicle for one that is being repaired
- Transportation of guests
- Special events
- Unexpected shortage of transportation resources

While operating a rental vehicle on university business, all requirements of the vehicle safety program apply. This includes the following:

- Must have a valid driver's license and meet the same motor vehicle record (MVR) and accident criteria as all other drivers of university vehicles.
- Drivers must comply with all applicable laws and regulations.
- Only authorized drivers may operate the vehicle.

Vehicle Rental Insurance: Current state contract rental agreements for both in-state and out-of-state rentals include free Collision Damage Waiver (CDW) and Loss Damage Waiver (LDW) insurance. CDW/LDW covers damage to the rental car, and IHL's existing auto insurance covers third party damage/injuries at the fault of the university-authorized driver. The option to purchase insurance should always be declined when a vehicle is rented utilizing the state contract. Employees will not be reimbursed for insurance purchases when a vehicle is rented utilizing the state contract.

Should the employee utilize a vendor that is not on state contract, university employees must always be covered by insurance (i.e. either provided by the contract or by purchase). However, without proper justification, the employee may not be reimbursed for vehicle rentals if the vendor is not on state contract. The UM vehicle rental policy and associated state contracts can be found on the [UM Travel website](#).

Rental of Buses: The University has discontinued operating a bus service. Departments must make arrangements for renting a bus or buses and submit all needed paperwork to Procurement for payment. See “Guide to Hiring Bus Companies” on page 37.

Vehicle Records

Vehicle Numbers: In addition to the unique UM Asset Number (6 digits), each vehicle will receive a Unit Number (3 digits); both assigned by Procurement Services. The unit number will be used to identify the vehicle for quick identification and reporting purposes. The inventory number will be used when conducting property inventory audits. The unit number will be placed on the vehicles by the Physical Plant Department after a proper work order notification has been authorized.

Vehicle Titles: Titles shall be titled as follows:

The University of Mississippi
Office of Procurement Services
P.O. Box 1848
University, MS 38677.

The Office of Procurement Services will be the sole university repository for vehicle titles which will be maintained with university vehicle records. The Director of Procurement Services or his designee shall have sole authority to sign vehicle titles, order titles, and apply for lost titles.

Title applications shall be handled by Procurement Services as well and will be used to secure a state-issued tag. If university vehicles are purchased through any process other than through the state vehicle contract, it is the department’s responsibility to provide complete paperwork to Procurement Services for them to obtain the appropriate title.

Vehicle Tags: University vehicles will receive a permanent state-issued tag that will remain with the vehicle throughout its useful life as a university vehicle. Procurement Services will order the tag and will affix it to the vehicle after verification that the vehicle is of the correct color and is properly marked with

the required identification stickers/markings.

Marking of University Vehicles: All vehicles, owned or leased by the University of Mississippi, shall have a permanent decal or be painted on both sides of the vehicle in letters at least three (3) inches in height and on the rear in letters not less than one-half (1 ½) inches in height, stating the name of the University. The marking must be in a color which is in contrast with the color of the vehicle. The provisions of this paragraph shall not apply to vehicles exempted as set forth in Section 25-1-87 of the MS Code.

Vehicle Colors: The standard color of university vehicles is white. New vehicles ordered from state contract through Procurement Services should conform to this paint color unless an exemption has been specifically approved by the Chancellor or his/her designee. Recognizing that not all vehicle manufacturers sell vehicles in white, departments will need to work with Procurement staff to determine if an acceptable color can be found. When older vehicles are repainted, the standard fleet color must be used.

Maintenance

Maintenance and Care of Vehicles: Maintenance of university property is a vital responsibility when considering the best use of tax dollars. All departments are urged to establish a written policy which shall describe the planned maintenance program for its fleet. This policy shall include mechanisms to assure proper, timely preventive maintenance (oil changes, lubrication, etc.) as well as mechanisms to track costs to allow management to make proper decisions concerning the continued operation of the vehicle. At a minimum, departments should follow the manufacturer's recommended maintenance schedule for each vehicle.

All maintenance and repairs performed on university vehicles must be documented and retained for the life of the vehicle. All maintenance and repair information and costs shall be entered into the **IHL Monthly Vehicle Summary Report**. The maintenance and upkeep of fleet vehicles is the responsibility of the department head and department to which the vehicle is assigned. The department head shall enforce the policies and schedules to ensure routine service is completed as scheduled.

Annual Safety Inspection: Each department is required to schedule and complete the annual state inspection at a state-approved maintenance facility for each vehicle assigned to their department. For the university, this facility is the University Service Station located at the Physical Plant. Vehicles with expired inspection stickers cannot be operated under any circumstances.

Vehicle Appearance and Operation: University vehicles should be road worthy,

carry proof of insurance and emergency phone numbers. The Physical Plant Department has the authority to park (impound) a university vehicle with mechanical problems if operating the vehicle could result in a hazard to other vehicles or pedestrians. The vehicle will remain impounded until such deficiencies are corrected. Each department is strongly encouraged to develop a checklist to be updated monthly to ensure vehicles are in acceptable driving condition. An example of a checklist is included in this policy (see page 22 for the Monthly Vehicle Inspection Checklist). Vehicles should be inspected monthly to ensure that the exterior appearance is kept at the highest standard. This is in reference to dents, paint damage, a vehicle in need of washing, etc. Departments are responsible for maintenance and repair to their vehicles. Small repairs to the vehicles may be charged against credit cards.

Vehicle Warranty Tracking: Departments with vehicles are required to comply with all warranty/defect notifications sent by all vehicle manufacturers. A good warranty tracking system can prevent departments from paying for repairs or parts that are covered under manufacturer warranties. It is the department's responsibility to follow up on any vehicle warranty notification received.

Routine Washing: It is the department's responsibility to ensure fleet vehicles represent the University of Mississippi appropriately. Vehicles should be cleaned inside and out as appropriate for the intended use of the vehicle. Common sense should rule. If in doubt, clean it. It is recommended that all passenger vehicles be cleaned inside and out at least once monthly.

Fuel Purchases: All local gasoline purchases shall be obtained from the University Service Station using the approved fuel access key assigned to each vehicle. No fuel should be purchased from local gasoline dealers in the Oxford area.

Only regular unleaded gasoline or diesel from the self-service pumps located at the Physical Plant should be used. When on official university travel, no higher-octane gas above regular unleaded is to be purchased. The University Service Station should also be used for small repairs, oil changes, oil filter changes, etc., whenever possible.

Each vehicle shall be issued a unique university fuel access key for that specific vehicle. Employees that are assigned vehicles shall be issued a personal identification number (SAP employee number) that is to be kept separate from the fuel key in the vehicle. When using this key, always enter in the **correct employee identification number and correct mileage**. If a fuel access key is stolen or lost, notify the Physical Plant immediately. A replacement key will be issued if needed. The fuel access key can only be used to purchase fuel from the University Service Station.

Fuel Credit Cards: When justified, departments that engage in official university

travel outside of Oxford may request fuel management cards through the Office of Procurement Services. The current state contract fuel management provider is Fuel Man. When submitting fuel invoices for payment, all original pump receipts must accompany monthly statements. Failure to include the receipts will result in a non-payment of the statement. Vehicle unit numbers must be placed on all fuel invoices and corresponding pump receipts submitted for payment.

The total of all fuel transactions must be entered into the IHL Monthly Vehicle Summary Report as well as the total of all vehicle maintenance performed each month. This is a mandatory requirement for operating a university vehicle.

Under no circumstances, can a university department use a university-authorized fuel credit card (Shell, Chevron – Texaco, BP, Exxon, etc.) or a University Service Station fuel access key to place fuel into a personal vehicle. There are no exceptions.

Alternative Fuels: The University encourages the use of alternative fuels, including, but not limited to, ethanol or biodiesel. Each agency is encouraged to purchase alternative fuel vehicles and use alternative fuels when it is determined that it would be cost effective and would not cause harm to the university vehicle.

Classes of License and Endorsements

Please review Classes of License and Endorsements by following this link: [License Class](#)

Replacement Goals

Replacement Criteria: The following guidelines provide minimum replacement goals for routine vehicle replacement. In general, most vehicles should be replaced when they reach 6 years (72 months) of service or 120,000 miles, whichever comes first. However, there may be circumstances in which vehicles may be replaced sooner (such as excessive maintenance or repair costs) or retained longer (such as unusually low maintenance costs or low yearly mileage). Department heads may make this determination on a case-by-case basis, using these guidelines as a starting point for their deliberations. Before disposal or sale of any vehicle, the Office of Procurement Services shall make a determination that the lifetime use and mileage of the vehicle has been maximized and it would not be feasible for another university department to use this vehicle. Procurement Services must approve all disposals.

Disposal Rules and Regulations

Procedures for Selling or Transferring University Vehicles: Departments wanting to dispose of a vehicle must notify Procurement Services. Once the department and Procurement Services have established the best possible method for disposal, the proper paperwork will be started. If the department wishes to sell the vehicle and Procurement Services has approved such sale, the vehicle will need to be delivered to the vehicle disposal area at Procurement Services, where the state tag and all university decals will be removed at the department's expense.

Methods: University vehicles which become surplus to the needs of the university may be disposed of in any of the following ways:

- (1) Traded
- (2) Transferred
- (3) Sold

Sale of a university vehicle(s) may be accomplished by public auction, sealed bid, or private treaty negotiated sale.

Trades: University vehicles, which no longer meet the needs of the University or become obsolete or inoperable, but still have a residual value, may be traded as a part of the transaction to acquire new vehicles. This method of disposal may not be used when acquiring any vehicle from a state contract. The request for pricing, which includes a trade-in, must be made a part of the specification for the vehicle being purchased. The specification shall contain all pertinent information about the vehicle being traded (i.e., make, model, year model, mileage, the location where it may be seen, etc.).

Transfers: University vehicles may be transferred to other state agencies (including transfers to the Office of Surplus Property). The transfer or sale of a vehicle from the University to another state agency or a transfer from the University to a governing authority requires approval from the Office of the State Auditor – Property Division.

Sale of University Property - Sealed Bid: When disposing of university vehicles by sealed bid, the University is required to advertise the sale in the same manner as set forth in Section 31-7-13(c) of the MS Code. Such advertisement shall be made one time each week for two consecutive weeks and shall be made in a newspaper published in the county or municipality in which the University is located. Such advertisement should indicate where, when, and for how long invitations for bid may be obtained; generally describe the vehicle being sold; when and where the vehicle may be seen; and contain other pertinent information, but is not required to include detailed specifications.

University employees are prohibited by law from purchasing any surplus university property, including vehicles. There are no exceptions.

Auction: Public auctions have long been an acceptable, as well as preferred, method of disposing of vehicles that is advantageous to the University. Vehicles sold at auction have historically brought more money than those sold by sealed bid. Auctioneers or auction companies and the selection of them provides for two options, which are:

- (1) Auctions that are held on agency property; and
- (2) Auctions held at auction company location

Auctions Held on Agency Property. For logistical reasons, UM does not use this option.

Dealer Auctions: There are several dealer auction facilities located throughout the state where vehicles may be sold; however, Rea Brothers Mid South Auto Auction is the approved primary auction dealer used by the state. To use the services of any of these facilities, the company must agree that the sale will be open to the public for university vehicles and must agree that the fee charged to the seller of university vehicles shall be not more than \$50 per vehicle. Auctions that are dealer-only sales (auctions that do not allow public participation in the auction process) cannot auction university vehicles.

Presently, state-owned vehicles are being sold at the state auction on the first Thursday of each month. Any agency wishing to dispose of vehicles in this manner may do so by delivering the vehicles along with a signed (undated) title to the auction company not later than the Thursday, one week prior to the sale, before 5:00 p.m. This will allow the auction to properly advertise the sale of the state vehicles. If vehicles cannot be delivered by this cut-off date, the vehicles will be held for the next month's sale. If vehicles arrive at auction after the cut-off date, they can be stored on auction premises until the next sale date, or the owning agency can pick up the vehicles and re-deliver them by the next month sale cutoff. The vehicles need to be thoroughly cleaned, and have all decals and lettering removed prior to sending them to auction.

Once vehicles are delivered and set for sale at the state auction, no sale may be made to the public or to any dealer before crossing the auction block at least one time. When vehicles have sold, the auction company will be responsible for collecting proceeds from buyers and will provide, to the agency, all documentation (bill of sale, mileage certification, etc.). Within 10 working days, the auction company will deliver a check for the net proceeds to the selling agency. Any auction company handling vehicles owned by state agencies shall be bonded as required by law.

Monthly Vehicle Inspection Checklist

Department: _____
Vehicle No: _____ Date _____
Driver's Name (Printed): _____
Inspected by (Name): _____

List Problems

- ☐ Brakes (Pedal Pressure) _____
- ☐ Both Tail Lights _____
- ☐ Windshield Wipers _____
- ☐ Windshield Defroster _____
- ☐ Horn _____
- ☐ Mirrors (Adjust before driving) _____
- ☐ Turn Signals _____
- ☐ Backup Lights _____
- ☐ Headlights (High & Low Beam) _____
- ☐ Brake Lights _____
- ☐ Hazard Lights _____
- ☐ Seat Belts (Front & Back) _____
- ☐ Tires _____
- ☐ Tread _____
- ☐ Inflation _____
- ☐ Spare _____
- ☐ Fluid Levels _____
- ☐ Gasoline _____
- ☐ Power Brakes _____
- ☐ Windshield Washer _____
- ☐ Oil _____
- ☐ Coolant _____
- ☐ Power Steering _____
- ☐ Transmission _____

(*Optional for university vehicles)

Driver's Pre-Trip Inspection Checklist

The following checklist is designed for drivers with little mechanical knowledge or background. Elements included enhance safety and prevent breakdown. This inspection should only take a few minutes for a typical automobile. Completion will increase the likelihood of a successful trip. Unsatisfactory elements should be corrected prior to operation of vehicle.

Vehicle Make & Model _____ Date _____

ELEMENT () SATISFACTORY () UNSATISFACTORY (OR COMMENT)

1. Brakes – do service brakes and parking brake operate?
2. Lights – check headlights, high beams, blinkers, tail lights, brake lights, back-up light, parking lights and side markers. Are all working?
3. Tires – check pressure against p.s.i. noted on tire. Check treads depth (at least 1/8 inch). Check for defects such as unusual wear pattern, bubbles or deformed sidewalls.
4. Belts – are they quiet with engine running?
5. Glass – no broken windows, no cracks that interfere with driver's vision. Clean.
6. Mirrors – are side and rearview mirrors intact?
7. Windshield wipers – do they operate and remove washer fluid when tested?
8. Windshield washer – is reservoir full, does it pump when operated?
9. Engine oil – check dipstick. Any leaks?
10. Coolant – is fluid to mark on reservoir?
11. Transmission – check dipstick. Any problems shifting?
12. Steering – does steering react when steering wheel is turned? Any noise?
13. Occupant restraints – are all seatbelts and airbags present? Do seatbelts operate properly?
14. State inspection sticker – is a current inspection sticker in lower driver's side corner of windshield?
15. License Plate – is a license plate mounted and easily seen?
16. Emergency equipment – is there a jack, lug wrench, flashlight, etc.?
17. Keys – do keys operate ignition and all locks? Are a spare set of keys available?

Note: Consider a similar checklist for use when returning a vehicle after a trip to report needed repairs.

(*Optional)

Vehicle Use Agreement

Operating a university vehicle is a privilege. All drivers will be responsible and accountable to:

- Possess a valid motor vehicle driver's license. This license must have the appropriate classification and any required endorsements needed for operating the vehicle(s) assigned to the operator.
- Be subject to a driver's motor vehicle record check, and if such records show a suspension or revocation of driving privileges, the driver will not be authorized to operate a motor vehicle for the University.
- Operate university vehicles for official university business only.
- Operate motor vehicles in a safe manner at all times.
- Comply with all applicable state laws and regulations.
- Maintain vehicle in a safe operating condition.
- Maintain vehicle in accordance with the maintenance schedule.
- Report moving violations to their Supervisor.
- Report changes in their driver's licensing to Human Resources or the Office of Procurement Services.
- Accurately record and report vehicle mileage in accordance with university procedures (i.e. daily travel log).
- Participate in required driver safety education and training programs.
- Require all occupants to use seat belts, child safety seats, booster seats, or other restraint devices at all times.
- Pay all moving/parking violation fines and fees.
- Keep automobile ID cards in the vehicle glove box at all times, including proof of liability coverage.
- Refrain from towing any personal equipment (boats, campers, etc.) with a university vehicle.
- Not alter vehicles leased, owned, or rented by the University in any way.
- Never deactivate air bags on any vehicles leased/owned by the University, rented vehicles or personal vehicles used for university business.
- Never operate a computer while the vehicle is moving.
- Pull off the road to a safe location prior to making or receiving phone calls.
- Comply with university policy on transport of passengers.

Operating privileges shall be revoked if:

- Driver does not adhere to responsibilities listed above.
- The driver's license is revoked, suspended, withdrawn, or denied.
- Driver refuses to undergo drug or alcohol testing in accordance with university policies or as required by applicable state or jurisdiction laws.
- Operating outside the limitations of a restricted license.

In case of vehicle damage:

- Report any vehicle damage to the University immediately.
- Police reports, witness statements or other pertinent documents should be obtained and forwarded to the University.
- The driver shall cooperate with representatives of the University, including insurance company personnel, and obtain written repair estimates from reputable shops or authorized dealerships as instructed. If it becomes necessary to rent another vehicle during repairs, the driver will be instructed as to provisions for a rental vehicle.
- Drivers should not make verbal or written statements concerning an incident during its immediate aftermath except to law enforcement officials or representatives of the University or its agents.

I, _____, have read and understand the *University of Mississippi's Motor Vehicle Policy and Fleet Management Guide*. I agree to abide by the provisions of this policy. I understand that violation of this policy may result in disciplinary action, up to and including termination of employment.

Driver's Signature

Supervisor's Signature

Driver's License Number *(required)*

Date

Date

(*Mandatory for drivers of university vehicles)

Motor Vehicle Incident Reporting Instructions for Drivers

General Information: The following information should be kept in all vehicles used for university business:

- Phone number(s) to which incidents are to be reported.
- Insurance carrier information that can be provided to other involved parties. Current proof of coverage from the liability insurance carrier should always be kept in vehicle.
- Instructions for notifying the university's insurance carrier (see insurance card)
- Instructions for contacting law enforcement and emergency personnel; and instructions for contacting roadside assistance services, if available.
- Instructions for leaving the incident scene intact, securing the scene against further collisions or injuries until emergency personnel arrive, and meeting regulatory requirements (if any) for blood alcohol testing.
- A reminder to the driver that he or she should not make a statement after the incident.

Materials to consider placing in vehicle may also include a disposable camera for documenting the scene, a witness card for recording initial comments and contact data from potential witnesses, and a pen or pencil.

Incident Information: Recommended information to be collected in the event of a motor vehicle incident are as follows:

- Name of other driver(s)
- Address of other driver(s)
- Phone number(s) of other driver(s)
- Driver's license number(s) of other driver(s)
- License plate number(s)
- Vehicle make and model
- Name of insurance carrier
- Insurance policy number
- Name, address, and phone number(s) of all parties involved in the incident, including passengers in each vehicle
- Name, address, and phone number(s) of all witnesses
- Date and time of the incident
- Location of the incident (intersection or milepost)
- The party to whom the driver's vehicle was registered (e.g., the University, the driver, another individual, or a rental agency)
- Name and phone number(s) of the investigating law enforcement officer on the scene, if any
- Any other entities responding at the scene (e.g., fire department, ambulance, hazardous materials unit)
- Citations issued
- A detailed narrative of the incident
- Space to allow the driver to make a sketch or diagram of the incident scene

Factors to Consider during an Incident Review

During a review of a motor vehicle incident, possible contributing factors may be considered using the following framework:

Driver:

- Driver's work schedule for at least the week preceding the incident
- Length of time on duty since the previous break prior to the incident
- Fatigue
- Scheduling demands on driver
- Motor vehicle record history
- Physical condition of the driver at the time of the incident
- Physical limitations of the driver at the time of the incident
- Training history
- Driver's emotional state

Vehicle:

- Maintenance and inspection records
- Vehicle condition
- Damage to the vehicle from the incident
- Suitability and safety of the vehicle for the work task
- Vehicle control layout
- Modifications to the vehicle that may have contributed to the incident

Operating Environment:

- Weather
- Road conditions
- Traffic conditions
- Route planning
- Delivery or service schedules

The following reference sources provide further information on factors that may be considered in determining causation:

[Large-Truck Crash Causation Study: An Initial Overview](#). U.S. Department of Transportation, National Highway Traffic Safety Administration.

[A Guide to Determine Motor Vehicle Accident Preventability](#)
National Safety Council

[Accident Countermeasures Manual](#) U.S. Department of Transportation.

**MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY DRIVER RECORDS
REQUEST
DRIVER SERVICES POLICY: 6-9(A)**

NAME _____

DRIVER LICENSE NO: _____ DOB: _____

I HEREBY GRANT THE UNIVERSITY OF MISSISSIPPI PERMISSION TO
OBTAIN THE FOLLOWING RECORDS RELATING TO THE ABOVE-NAMED
PERSON:

Record Requested: MVR Summary

Authorized persons that drive or operate University of Mississippi vehicles must possess a valid driver's license. The MVR Summary report will be obtained from the Mississippi Department of Public Safety for use by the University of Mississippi for the sole purpose to obtain or verify information relating to the holder of a valid driver license, commercial or otherwise.

I understand the personal information furnished is confidential under Federal and State law and is being released to the University of Mississippi only for the reason indicated above and that it is unlawful for the university to furnish the information to an unauthorized person or entity.

Printed Name of Individual: _____

Signature: _____ Date: _____

(*Mandatory for drivers of university vehicles)

Mississippi Institutions of Higher Learning Van Safety Recommendations for 15-Passenger Vans

Please review Mississippi Institutions of Higher Learning Van Safety Recommendations for 15-Passenger Vans at this link:
[Mississippi Institution of Higher Learning Van Safety Recommendations](#)

Considerations When Hiring Bus Companies

Using a list of pre-qualified bus companies for transporting people to and from activities is the simplest way to ensure continuity and safety when outside vendors must be used.

A. For criteria in establishing such a list, request the bus company's USDOT number, and log on to <http://www.safer.fmcsa.dot.gov/> for information, including:

- the bus company's current USDOT safety rating, if issued, and the date of the company's last compliance review (on-site inspection by motor carrier safety authorities)
- whether the company is authorized to transport passengers for hire
- whether the company has current insurance in force
- the company's record of regulatory violations and roadside out-of-service violations, with a comparison to national averages
- the company's highway crash history

B. Whether or not you are working from a list of pre-qualified bus companies, ask the following questions and include similar language in contracts:

- Does the driver have a current commercial driver's license (CDL) with a passenger endorsement?
- Does the driver possess a valid medical certificate?
- Does the company have a driver drug and alcohol testing program that complies with USDOT regulations?
- Will your trip be completed within the legal limit of 10 driving hours? If not, will there be a second driver or overnight rest stop scheduled to legally complete the trip?
- Does the company have its buses inspected annually? By whom?
- Does the company have the required \$5 million of public liability insurance?
- Can the University be named as an additional insured and certificate holder?
- Does the company subcontract with others for equipment and/or drivers? If so, what is the name of the second bus company and its USDOT

number?

- Does the company have notification procedures for roadside emergencies and breakdowns? Is the driver equipped with a wireless communications device?

For more information on charter bus safety, visit:

<http://www.fmcsa.dot.gov/safety/passenger-safety/tips-chartering-bus>