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| <p align="center">University Facilities</p> | <p align="center"><u>Policy</u> MFP-005 Effective Date: January 16, 2015</p> |
| <p align="center">Subject: Use of Vehicles for University Business</p> | <p align="center">Supersedes Rev. 0</p> |
| <p align="center">Initiated by: William Fitzpatrick Executive Director, Facilities Logistic Support</p> | <p align="center">Approved by: Gregory Bressler Vice President, University Facilities</p> |

STATEMENT OF POLICY

This policy applies to all Montclair State University Operations. Any vehicle driven, while conducting University business or for any other valid University purpose, must be operated in a safe and courteous manner. Vehicles must be operated in compliance with all applicable New Jersey State laws and Montclair State University policies.

University vehicles are made available for only University Business, and only Authorized Drivers may operate University vehicles. Additionally, individuals who operate personal vehicles on University business or for any other valid University purpose are required to meet the same Minimum Driver Qualifications. Drivers who fail to adhere to this policy and its related procedures may be deemed ineligible to qualify for Indemnification from the University, and may be subject to disciplinary action, as deemed appropriate.

USE OF UNIVERSITY VEHICLES

University vehicles may not be used to conduct any business, errands, or other tasks of a personal, recreational, or non-work-related purpose, at any time. Additionally, University vehicles may not be used during unpaid lunch periods, paid work breaks, or during the course of the work day to travel to or from the work site to purchase or acquire meals, refreshments or personal items. University vehicles may not be driven to or from an employee's home.

REASON FOR THIS POLICY

The University's primary concern is to avoid injuries and property damage, as motor vehicle accidents may cause injuries, fatalities, and property damage, and may also result in claims against the University arising from third party liability, property damage, worker's compensation injuries, and business interruption. This document establishes University policy for operating any vehicle while conducting University business or for any other University purposes.

INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY

All employees and students of Montclair State University.

DRIVER QUALIFICATIONS

- University driver **must possess a valid driver's license** appropriate for the vehicle being driven.
- All University drivers must submit a copy of their motor vehicle driver's license on an annual basis to the Office of the Treasurer, Risk Management.
- Prior to the operation of any University vehicle it shall be the responsibility of the driver to complete a pre-trip inspection of the University vehicle, using the appropriate Inspection Form.
- University employees must comply with all state and local laws applicable to the operation of motor vehicles.

OPERATIONAL PROTOCOL

The unauthorized use of any University vehicle is serious misconduct and may result in forfeiture of the ability to operate a University-owned vehicle and/or disciplinary action up to and including termination. Below is list of expectations:

- All operators of a University vehicle must have the appropriate license or credentials.
- **The use of cell phones and hand held electronic devices**, while driving, is strictly prohibited in any University vehicle.
- Employee use of University vehicles to transport personal items/tools to and from their personal vehicle is prohibited.
- Operating a vehicle in a manner that could lead to personal injury or damage to the vehicle is prohibited.
- The use of University vehicles to transport any person, other than in the course of their assigned duties and responsibilities, is strictly prohibited.
- Using a University vehicle for personal, private business or recreational purposes is not allowed.
- **Smoking** is prohibited in any University owned vehicle.
- All University passenger **vans are limited to no more than 10 passengers**.
- Failure to report to a supervisor any damage to a University vehicle is a violation of this policy. University drivers and/or department supervisors are accountable for vehicles assigned. Drivers who do not report vehicle damages will be subject to disciplinary action.
- In accordance with the New Jersey State Law (39:3-76.2f – Required Wearing of Seat Belt), **all University employees and their passengers must use seat belts** when traveling in University vehicles. Any and all fines resulting from the failure to wear seat belts will be the sole responsibility of the driver or passenger.
- Dispensing University fuel into a private vehicle is prohibited.

REQUIRED DRIVER'S REPORTING

Pre and Post-Trip Inspections

- Drivers are required to complete Pre and Post Trip Inspection Forms at the beginning and conclusion of vehicle usage.
- Forms are located in the vehicle.

- Report mileage, condition of vehicle, presence of valid Registration and Insurance cards, comments, etc.

Should any of the following occur, the assigned driver of the University vehicle must report it to their supervisor.

- Parking citations
- Moving violations
- Where personal injury, property damage or vehicle damage occurs in an accident involving a University vehicle, return a copy of the accident report that is completed by the local police or authority to your supervisor.

ACCIDENT REPORTING

An accident is defined as anyone driving a University-owned vehicle striking another vehicle, person or object; or, any incident that may have caused damage to any University or privately-owned property. All accidents must be reported, whether there is any damage or not. Accident damages include those caused by another vehicle, road hazard, wildlife, weather, and vandalism.

Criteria for Post-Accident Controlled Substance and Alcohol Testing

Following an accident, the employee involved in the accident is responsible for immediately notifying University Police and notifying supervision/management as soon as possible within 24 hours. Criteria for post-accident alcohol and controlled substances testing include:

- Loss of life
- Any injury requiring medical treatment and hospitalization
- Vehicle(s) involved in the accident was disabled and removed from the scene by a tow truck.

In the case of hospitalization, the driver will be tested at the hospital. If the employee(s) was treated and discharged from the hospital, he or she will immediately thereafter be subjected to controlled substance and alcohol testing. The employee(s) will not be permitted to return to regular duty until tested **negative** for alcohol and controlled substances.

USE OF ROADWAYS AND SIDEWALKS

Campus Roadways

University employees must comply with all state and local laws applicable to the operation of motor vehicles on the Montclair State University campus.

Campus Sidewalks

To ensure and promote the safe pedestrian use of the main campus by students, faculty, staff, and visitors and to protect the campus grounds, Montclair State University has designated the campus sidewalks for the primary use of pedestrians, while controlling the access of motor vehicles that must use the sidewalks for service, emergency, and special purposes.

The following motorized vehicles may operate on sidewalks ***without*** permission due to the specific service they provide:

- Public emergency vehicles

- Law enforcement vehicles.
- University Grounds equipment, including snow removal equipment.
- Other vehicles specifically required to mitigate emergencies and catastrophic events.

The following motorized vehicles may operate on sidewalks *with* permission due to the specific service they provide:

- Delivery vehicles
- Maintenance vehicles
- Construction vehicles
- Vehicles loading or unloading cargo for specific tasks or special events

Permission to operate a motor vehicle on a campus sidewalk is granted by University Facilities Access Control to University departments which have demonstrated a need for sidewalk access for a specific event or task. The following are examples of events or tasks for which permission to drive motor vehicles on sidewalks may be granted:

- Delivery of materials and equipment to landlocked buildings.
- The moving of furniture and equipment to/from buildings without other adequate access, particularly when such furniture/equipment cannot be moved by cart or dolly from a designated parking stall.
- Specific renovation or remodeling projects.
- Special events.

Failure to adhere to any of the following procedures will result in a citation issued by University Police.

- Vehicle hazard lights must be flashing the entire time the vehicle is on the sidewalk.
- Vehicles must maintain a speed of no more than 5 mph.
- Vehicle operators must always allow pedestrian traffic the use of the sidewalk, while keeping the wheels of the vehicle on hardscape at all times.
- Unless otherwise approved, a vehicle may not be left parked on the sidewalk. After unloading equipment, tools, materials, etc. the vehicle must be moved to an appropriate parking stall.
- Drivers must ensure that building entrances, ADA accesses, ramps, fire lanes, etc. are always fully accessible and never impeded.

Operation of Motor Vehicles on Grass and Landscaped Areas

In addition to the above statements, the operation of a motor vehicle on grass, landscaped areas and plant beds on campus is prohibited. This policy is in effect 24 hours a day, 7 days per week.

Loading Zones

MSU service vehicles and delivery vehicles may park in loading zones for up to 30 minutes. Other vehicles must display the appropriate permit prior to parking in a loading zone. Any persons who feel they must park in a loading zone for a specific reason must get clearance from Parking Services; otherwise, the individual is subject to ticketing. Permission will not be granted, or will be rescinded, if the motor vehicle is parked in a manner which obstructs a fire

lane, impedes vehicular or pedestrian traffic, or is parked in any other unsafe manner. University vehicles must be legally parked with the engine off and doors locked when left unattended. Fines for traffic/parking violations shall be paid by the operator of the University vehicle responsible for the violation.

VEHICLE APPEARANCE

It is the department's responsibility to ensure the vehicle represents the University appropriately. Vehicles should be cleaned inside and out as appropriate for the intended use of the vehicle.

Decals

No decals, bumper stickers, commercial advertising, or political stickers of any kind may be placed on any University vehicle.

IDLING

See [N.J.A.C 7:27-14 Diesel](#)

See [N.J.A.C. 7:27-15 Gasoline](#)

- All University Facilities employees are expected to take appropriate measures to reduce pollution and conserve fuel.
- For the purposes of this policy, idling is defined as running a vehicle's engine at a low speed with the transmission disengaged.
- Idling of University vehicles is expressly prohibited.

Certain vehicles with diesel engines or special setups will be exempt from this policy when temperatures or situations require.

SERVICE VEHICLE PARKING DECALS

All MSU-owned vehicles are required to park in Service Vehicle Spaces. If one's personal vehicle is believed to be needed as a service vehicle on campus, the Director, Dean, etc. of that department must verify that need with the Director of Parking Services. Departmental vehicles can also be assigned a Service Vehicle permit.

PASSENGERS

Only persons with an appropriate University purpose should be passengers in a vehicle being operated on University Business or for any other University purpose. Examples include Employees in the course and scope of employment, Students participating in an official activity. It is understood that in extenuating situations it may be necessary for others to be passengers in the Vehicle. This should be on an exception basis and drivers are expected to use good judgment in these situations.

UNIVERSITY FLEET VEHICLE REGISTRATION AND MARKING

Fleet Services is responsible for assigning University vehicle numbers to all University Fleet Vehicles, and will arrange for licensed University Fleet Vehicles to receive the appropriate University markings. All newly acquired University Fleet Vehicles (new, used, purchased, or donated) must be inspected by Fleet Services to begin the process of applying for title, plates, and registration, in concert with [Risk Management](#).