PURPOSE

This University of Nevada, Reno Facilities Services Department (FSD) policy provides guidance to staff for the safe and secure operation of agency vehicles.

SCOPE

This policy applies to all FSD staff that operates an agency vehicle as part of their assigned job duties. Vehicles include agency owned or leased cars, trucks, carts, utility vehicles and any other motorized transportation.

GENERAL

FSD employees must follow all federal, state, local and University driving laws and policies. Any violations or fines received due to non-compliance are the personal responsibility of the employee.

All FSD employees who operate agency vehicles must be in possession of a valid Nevada class “C” or higher operator license. If the license is expired, suspended or revoked for any reason, the employee is required to notify the supervisor within 24 hours, or the next business day from the date of action, and is not authorized to operate an agency vehicle.

All vehicle operators must be fit for duty. Employees are required to report medications that may impact their ability to safely operate a vehicle to their supervisor.
Only authorized employees are to operate agency vehicles. Vehicles are for official University business only. Vehicles may not be used for personal reasons or for transporting passengers not directly associated with official University business.

Seatbelt use is required of all vehicle occupants. The driver is responsible for ensuring all passengers are buckled up prior to starting the vehicle. Passengers are not allowed in vehicles that are not equipped with seatbelts. The exception is certain electric carts that have no seat belts provided by the manufacturer. At no time shall any individual ride in the bed of a vehicle, cart, or trailer.

Smoking and the use of any smoking product, including e-cigarettes and smokeless tobacco, is prohibited while occupying an agency vehicle.

DEFENSIVE DRIVING CLASS

University vehicle operators must attend a defensive driving class. New hires are scheduled for a class within the first four months of their hire date. All employees who operate University vehicles are required to attend a defensive driving class every four years.

VEHICLE INSPECTION

University vehicles are inspected daily before use per the FMS Planned General & Equipment Pre-Use Inspection Policy. Any deficiencies are reported to the supervisor immediately. Any situation that affects the safe operation of a vehicle shall be cause to remove the vehicle from service.

VEHICLE SERVICING AND MAINTENANCE

Scheduled vehicle service and maintenance is coordinated by Fleet Services with the department supervisor. Fleet Services communicates findings and provides anticipated time for return of the vehicle. If the vehicle will be out of service for an extended period, the supervisor will work with Fleet Services for a replacement vehicle.

Only qualified University vehicle mechanics or approved service facilities are permitted to perform maintenance on University vehicles.

Parking and Transportation shuttle busses are maintained by outside service facilities specializing in large passenger vehicles.

VEHICLE PARKING AND STORAGE

While performing work on campus, University vehicles are parked in designated spaces per the FSD Service Vehicle and Cart Parking Policy. At the end of the duty day, vehicles are to be properly locked and secured, and parked in the designated shop or other specifically assigned spaces.
The Motor Pool area is for authorized personnel and vehicles only. Motor Pool access is restricted to University equipment, exempt vehicle fueling, and authorized vehicles.

University vehicle keys are stored in the designated area at the end of the shift and are not taken home by the operator. Each department has a designed location for securing vehicle keys. The only exception is stand-by duty. When employees are scheduled for stand-by duty, vehicle keys may be taken home.

**VEHICLE FUELING**

Fuel cards are issued to each vehicle and must be secured at all times. Orders for new fuel cards, replacement cards, deactivations and driver personal identification numbers (PINs) are placed through the Fleet Services Accounting Assistant. PIN numbers are issued to individual drivers and are not to be shared with anyone. Odometer readings must be entered accurately when prompted during the refueling process. University fuel cards are for official University business only. Other than official business use is considered theft of University property.

Purchasing cards should not be used to purchase fuel for University fleet vehicles, unless traveling where fuel card use is unavailable.

**SAFE DRIVING PRACTICES**

**Avoid Distracted Driving**

Full attention to operating the vehicle is required while driving. Do not use an electronic device, eat, smoke, read, adjust mirrors or seats, or do anything that may distract safe operation of the vehicle. Pull off the road and secure the vehicle when necessary to attend to matters other than driving.

**Exiting the Vehicle**

Do not leave the vehicle running upon exit. Turn the vehicle off and remove the keys; lock the vehicle when leaving it unattended.

**Exception:** A vehicle may be left unattended for the purpose of warming it up at the beginning of the shift only when the following conditions are met:

- The vehicle is chocked to prevent any movement.
- The vehicle is parked within a secure FMS enclosure, or is locked while unattended.
- The vehicle is running unattended for less than five minutes.

**Parking the Vehicle**

**Parking on Hills:**

- When parking facing downhill, turn the front wheels towards the curb or right shoulder to prevent the vehicle from rolling into traffic.
• When facing uphill with a curb, turn the steering wheel to the left so the wheels are turned towards the road; the tires will catch the curb if the vehicle rolls backward.
• When facing uphill without a curb, turn the wheels sharply to the right so the vehicle will go off the road rather than into traffic.

Orange Cones:

• The use of orange cones increases the visibility of the vehicle and its driver while parked and also reminds the driver to perform a vehicle walk around check prior to moving the vehicle.
• Cones are required when parking any FSD truck, van, or other vehicle with obstructed or limited visibility.
• Once parked, place one orange cone at the corner of the front street side bumper and one at the rear street side bumper.
• Prior to departure, conduct a full vehicle walk around to check for potential obstructions or other hazards while retrieving the cones.

Hauling Loads
Secure all equipment, parts, tools, and gear in the vehicle to prevent shifting or loss of the load while driving. Do not load vehicles beyond the stated capacity. Use a red flag or streamer, tied to the load when the load extends beyond the bed of a truck.

Pedestrians
Pedestrians on campus and in crosswalks have the right of way at all times. Avoid travel during high volume times, such as the few minutes between class start and stop times. If caught in heavy pedestrian traffic flow, pull the vehicle over and wait a few minutes for the volume of traffic to subside.

Road Conditions
Drive at safe speeds for current conditions and visibility. This may mean driving slower than the posted speed limit. Trash truck operators are required to operate dumpster loaded vehicles at five (5) miles per hour below the posted speed limit.

Safe Following Distance
Maintain a safe following distance at all times; minimally a two second interval between the driver’s vehicle and the vehicle immediately in front. When stopping behind another vehicle, leave enough space to see the rear wheels of the car in front.

Vehicle Backing
Avoid backing a vehicle whenever possible. Plan the routes of travel to avoid backing the vehicle. If backing a vehicle is necessary:

• If there are two employees in the vehicle, use a spotter. The spotter exits the vehicle and assists the driver with the backing operation. The driver and spotter maintain visual eye contact at all times.
- If there is no one available to spot the vehicle, the driver must exit the vehicle and conduct a visual check of the area prior to backing.
- Drive slowly and use rearview mirrors while backing.
- If vision is obscured, stop the vehicle every few feet, exit and verify the area is clear.

**VEHICLE ACCIDENTS**

Notify the supervisor immediately of any accident, collision or vandalism involving an agency vehicle. The supervisor will conduct an accident investigation and report per University and FSD Accident Investigation policies.

**IMPLEMENTATION**

The FSD Managers/Assistant Directors are responsible for the implementation of this policy within respective areas of responsibilities.

**TRAINING**

All FSD supervisors shall receive training on this policy during the first 60 days of employment. The supervisor shall ensure regular review of and compliance with the policy.

**COMPLIANCE**

Compliance with all UNR and FSD policies and procedures is required of each employee. Failure to comply with this policy may result in disciplinary action as outlined in the Nevada Administrative Code, the Nevada System of Higher Education Prohibitions and Penalties, and/or the Nevada System of Higher Education Board of Regents Handbook.