

Vehicle Use Guidelines

Updated May 2021

- I. **Requirements for PSC employees (including Graduate Assistants) to use a State Vehicle:**
 - A. A valid driver's license
 - B. Successful completion of PSC's Defensive Driving Course
 - C. A completed Vehicle Reservation form
 1. The form can be found at www.peru.edu/facilityservices/fleet under "faculty and staff", "forms", "Facility Services", "Vehicle Reservation form"
 - D. An approved Travel Request
 1. The form is accessed on Firefly
 2. The pre-trip approval **must be forwarded** to Facility Services
 3. For those who do not have access to Firefly, an approved "Absence Request Form" **must be forwarded** to Facility Services
 - a. The form can be found at www.peru.edu/facilityservices/fleet under "faculty and staff", "forms", "Business Office", "Absence Request Form"
- II. **Key and binder pick-up and return**
 - A. Binder may be picked up approximately 30 minutes prior to leaving for your trip, upon availability. (Due to increased bookings, vehicles may not be available earlier than this, however, please contact Facility Services if you have any questions.
 - B. Return the binder, with the key and voyager card inside, to the book drop located by the gas pump.
- III. **Taking a State vehicle home**
 - A. The President of the College may, when it is in the state's best interest, authorize certain employees to retain possession of state-owned vehicles during nonworking hours and weekends. Prior written approval by the VP of Administration and Finance and the Travel Services Bureau Administrator is required.
 - B. Contact Facility Services before seeking approval.
- IV. **Pre-trip Vehicle Inspection**
 - A. Driver should look for the following and fill out inspection log accordingly:
 1. Tires that look abnormally low
 2. Broken lights
 3. Dents and scrapes
 4. Cracked or broken glass
 5. Other damage or items that constitute a potential safety hazard
 - B. Notify Facility Services office of concerns during normal working hours (402-872-2257)
- V. **State Vehicle Binder and Voyager Card**
 - A. Ensure there is a Voyager Card in the binder for the vehicle before leaving campus.
 - B. The Binder contains the following Sections:
 1. Pre/Post Inspection Checklist
 2. Office Travel Logs

3. This Vehicle Use Guideline
4. **Do's and Don'ts of Refueling State Vehicles**
5. Merchants Who Accept Voyager Cards
6. Locations in Nebraska that Accept Voyager Cards
7. **How to Use the Voyager Card & If Voyager Card does not work**
8. Instructions if the Vehicle Has Mechanical Problems & Vehicle Problem Report Form
9. Instructions in Case of an Accident
10. **Proof of Insurance** and Driver's Motor Vehicle Accident Report - DR Form 41

VI. Official Travel Log

- A. The State requires the following be logged every trip:
 1. Date of travel
 2. Odometer reading at the start of travel (leaving campus)
 3. Odometer reading at the end of travel (returning car)
 4. Total miles
 5. The purpose of the trip
 6. Printed name of driver

VII. Vehicle Return

- A. Please return vehicles in front of the gas pump located at the Campus Services Building on 5th Street. Please park your vehicle there upon return.
- B. Post trip inspection
 1. Driver should look for the following and fill out inspection log accordingly
 - a. Any computerized maintenance message
 - b. Tires that look abnormally low
 - c. Broken lights
 - d. New dents and scrapes
 - e. Any interior damage
 - f. Cracked or broken glass
 - g. Other damage or items that constitute a potential safety hazard
 - h. Report any problems to Facility Services via the form found in Section 6 of the Vehicle Binder.
 - i. **All problems need to be reported to Facility Services immediately, so the damage can be documented and properly fixed.**
 - j. Any vehicle damaged that is sustained due to driver or passenger negligence could result in suspension of State Vehicle use or a fine.
- C. Car Cleanliness
 1. Ensure all trash is removed from the car and clean up anything beyond normal wear (the dust or dirt that might get onto the floor mats).
 2. **Vehicles returned with excess trash, mud, or other debris, Facility Services will clean it & charge the responsible department \$25.**
 3. Facility Services will vacuum and wash the cars periodically to maintain cleanliness.

VIII. State of Nebraska Vehicle Usage Rules and Regulations

- A. **EXPECTATIONS OF DRIVERS** - Drivers of state-owned vehicles must observe all traffic rules and regulations and are expected to employ defensive driving techniques and to represent the state in a positive and professional manner

- A. **PERSONAL USE OF STATE VEHICLE** - Personal use of state-owned vehicles is prohibited and can result in dismissal. (§81-1024).
81-1024. Personal use prohibited; penalty. No officer or employee of the State of Nebraska shall use any motor vehicle owned by the State of Nebraska for any personal use whatsoever. Any officer or employee who violates any of the provisions of this section shall be deemed guilty of a Class V misdemeanor, and in addition thereto the officer or employee shall be deemed guilty of official misconduct in office for palpable omission of duty, and upon conviction thereof the court shall have the power to add to the judgment that any officer or employee so convicted shall be removed from office or employment.
- B. **TRAFFIC VIOLATIONS** - It is the responsibility of drivers of state-owned vehicles to promptly pay all traffic violations unless the violation is being contested. Moving violations are to be reported by the driver operating a state-owned vehicle, to his or her agency head, in writing, within three (3) working days of receiving a citation. If a violation is contested, the employee is required to inform the TSB Administrator
- C. **REPEATED OFFENSES** - Repeated offenses of traffic laws and these policies and procedures while operating a TSB vehicle may result in employee counseling, repeating completion of the defensive driving course, and suspension of driving privileges and possible dismissal from employment. Procedures for employee disciplinary matters will be completed in accordance with the Rules and Regulations of the Administrative Services, State Personnel Division (see Misuse of State Vehicle)
- D. **SEAT BELT USAGE** - All agencies, boards, commissions and bureaus are required to have adopted a policy requiring use of seat belts and other safety restraint devices available in the vehicle when the vehicles are used for official state business. Use of seat belts and safety restraint devices is required by both the operators and passengers in the state-owned or personal vehicle.
1. The operator or driver is responsible for requesting that seat belts or other available safety restraint devices be used by the passengers.
 2. Failure to use seat belts and safety restraint devices is considered to be a misuse of the vehicle and will result in disciplinary action. (see Misuse of State Vehicle)
- E. **CELLULAR PHONE USAGE** – TSB strongly recommends operators of state vehicles avoid the use of cellular phones while driving. Drivers of state vehicles should not be involved in any activity that may divert their attention away from the safe operation of the vehicle, (i.e. texting, reading, laptop use, etc.).
- F. **PORTABLE RADAR DETECTOR USAGE** - Every agency of state government has been directed to develop and implement a policy, which ensure that state employees within their jurisdiction shall not use portable radar detectors while operating state-owned motor vehicles. (Appendix D, Executive Order 90-02).
- G. **HEADPHONE USAGE** - Every agency of state government has been directed to develop and implement a policy, which ensures that state employees within their jurisdiction shall not wear portable radio headphones while operating state-owned motor vehicles. (Appendix D, Executive Order 90-02)
- H. **SMOKING/TOBACCO USAGE** - Smoking, or the use of any tobacco product, is prohibited in all state-owned vehicles. Failure to comply will be considered to be a misuse of the vehicle and will result in disciplinary action (see Misuse of State Vehicle)

- I. **LOCKING VEHICLE** - Drivers are responsible for the vehicle dispatched (rental, loaner or permanent assignment) to them. Vehicles should be locked when left unattended. Valuable items should be secured in the trunk whenever possible.
- J. **MISUSE OF STATE VEHICLE** – If investigation results determine that misuse of a state-owned vehicle has taken place, disciplinary proceedings against the employee, as provided in this section of these policies and procedures and in accordance with the Rules and Regulations of the Administrative Services, State Personnel Division, may commence. The State of Nebraska Identification Card, authorized by TSB, may be revoked for violations by state employees or others authorized to drive TSB vehicles.