

**JACKSONVILLE STATE UNIVERSITY**  
**Manual of Policies and Procedures**

**POLICY NUMBER: IV:06:03**

**DATE: August 2015**

**REVISION/REVIEW DATES:**

**SUBJECT: University-Owned Vehicles**

**APPROVED: John M. Beehler, President**

**PURPOSE**

Vehicle maintenance and inspection are a matter of life safety; compliance must be monitored. The purpose of this policy is to provide guidance on the proper maintenance and proper operation of University vehicles.

The Office of the Vice President for Finance and Administration will maintain records to document compliance to the policy.

**POLICY**

Each person operating a University vehicle is responsible for the proper maintenance and operation of the vehicle. Any condition that could make a vehicle unsafe should be reported to the Budget Manager assigned to the vehicle immediately, and the vehicle should not be operated until the condition is resolved.

The purchase of a new vehicle that will receive a State of Alabama tag (automobiles, trucks and trailers) will require a document to purchase form submitted to Procurement and Fixed Assets Office at the time of purchase and will require Vice President approval.

Tag and vehicle insurance is handled and processed by the Capital Planning and Facilities with verification sent to the Office of the Associate Vice President for Business and Auxiliary Services. Documentation of tag and vehicle insurance should be kept in the vehicle.

Every vehicle should have an operator's manual in the vehicle for reference by the operator. If a manual is not available one should be obtained from the manufacturer. Maintenance on the vehicle should follow the manufacturer's recommendations.

Every department assigned a vehicle should maintain a file on all maintenance records and inspection reports in their office. A list of authorized drivers must also be maintained and updated as needed.

Every vehicle should be inspected (using [Form 51](#)) by the vendor awarded the contract by the Procurement and Fixed Assets Office annually unless alternate inspection vendors are approved in advance by the Office of Procurement and Fixed Assets for specialty vehicles. At the recommendation of the Director of Capital Planning and Facilities and approved by the Vice President of Finance and Administration vehicles with very limited use may be inspected biennially. Limited use is generally defined as on-campus only.

To maintain the warranty of vehicles, the authorized dealers may conduct the inspection provided they comply with the inspection procedures adopted by the Vice President for Finance and Administration.

The Office of the Associate Vice President for Business and Auxiliary Services should be notified by e-mail each time a vehicle is inspected and verify that any needed repairs have been made. Recall notifications must be forwarded to the office with an email when recalls have been performed on the vehicle.

Any employee who routinely drives a university vehicle and who is issued a moving traffic violation should report the violation to Human Resources and the appropriate department manager.

The Office of Procurement and Fixed Assets should be notified of any additions or transfers of a vehicle for proper handling on our inventory records. Maintenance and inspection records will be transferred to the department receiving the vehicle.

### **RESPONSIBILITY**

The Vice President for Finance & Administration is responsible for this policy.

### **EVALUATION**

This policy will be reviewed biennially.