

RMPE Department Vehicle Policies and Information

1. **Purpose.** The RMPE vehicles shall primarily be used in support of academic courses where field work or class trips are required. The RMPE truck is primarily used for delivery of equipment on weekdays from 7 am - 3pm. Scheduling of the truck for other purposes, including class trips, will be done around this function.
2. **Drivers.** All drivers must be University employees and have a valid driver's license on file with the RMPE Chair's Office.
3. **Occupancy.** Van maximum occupancy is 12. Truck maximum occupancy is 3. No one may ride in the bed of the truck.
4. **Reservations.** Reservation requests are made online through the RMPE website. Once your request is approved, your reservation will appear on the reservation calendar. **Your reservation is not complete until it appears on this calendar.**
5. **Travel Forms.** Faculty and staff must complete and submit all appropriate forms prior to travel:
 - a. **Travel Authorization Form** – always complete this form
 - b. **Student Travel Form** – complete this form is traveling with students outside Boone and staying overnight

*Forms are available on the RMPE website under "Travel & Transportation"
6. **Tobacco Use.** Tobacco use in any form is not permitted in University vehicles.
7. **Animals and Pets.** Animals or pets are not allowed in University vehicles.
8. **Hitchhikers.** Hitchhikers are not permitted to ride in University vehicles.
9. **University Vehicle Accidents:** All accidents involving University vehicles must be reported to University Police: 262-2150. It is the responsibility of the University Police to inform the University's insurance company of the accident.
 - a. **Accidents on University Property:** If the accident occurs on University property, a university Police Officer will investigate the accident and file a North Carolina Department of Motor Vehicles Traffic Accident report.
 - b. **Accidents off University Property:** If the accident occurs off University property, it should be reported to the local law enforcement agency of that area, in addition to the University Police. The local law enforcement agency will investigate the accident and file a Traffic Accident Report. The driver must then fill out the Accident Report form that is in the glove box of the vehicle. Upon returning to campus, make a copy of the Accident Report, mail the original to the University Police (campus mail) and fax a copy to University Motor Pool (828-265-8612). The University Police will contact the investigating law enforcement agency to obtain a copy of the Traffic Accident Report.
10. **Incapacitated Vehicles:** In the event that a University vehicle is incapacitated and cannot be driven back to campus, the following policies apply according to the particular situation:
 - a. If the incident occurs in the Boone area between the hours of 8:00 a.m. and 5:00 p.m., the driver should call the university Motor Pool (828-262-3195, Ext 160), who, in turn, will arrange for wrecker service and transportation for the driver.
 - b. If the incident occurs in the Boone area during hours other than those stated above, the driver should call the University Police (828-262-2150). The driver should provide the following information: driver's name; nature of the emergency; his/her exact location. The Police Dispatcher will then contact either the Police Officer on duty or the motor pool mechanic on call. This individual will in turn arrange for wrecker service and transportation for the driver.
 - c. If for some reason, assistance cannot be obtained from the University Police, the driver should ask the investigating officer to contact a local wrecker service to remove and store the damaged vehicle. The driver must then contact the University Police the following working day to notify the University of the accident/break down.

RMPE Vehicle Procedures

1. PRIOR TO USING THE VEHICLE:

- a. Make a reservation request for the vehicle using the online reservation system on the RMPE website.
- b. Confirm reservation by checking the appropriate RMPE vehicle calendar at least 2 weeks prior to trip.
- c. Check out trip packet (keys and credit card) from Janet Moretz (moretzjs@appstate.edu 828-262-3149).
Please be aware of the previous and next scheduled departure date for the vehicle, noting the RMPE truck is scheduled for equipment delivery on weekdays from 7am to 3pm.

2. USING THE VEHICLE:

- a. Vehicles are located in the HCC lot (or Hill Street lot if HCC lot is closed or full). Before moving the vehicle, please inspect vehicle and note any damage on the **Travel Log**, which is located on the clipboard in the vehicle. Photo documentation of any damage is encouraged. Sent photos to Janet Moretz (moretzjs@appstate.edu).
- b. Next, complete the remaining fields on the **Travel Log** (date, destination, course number, etc.).
- c. Complete the trip, fill the gas tank, clean the vehicle interior and finalize the **Travel Log**.

3. RETURNING THE VEHICLE:

- a. Prior to returning the vehicle to campus, refill the gas tank. All gasoline should be purchased using the credit found in the packet provided to you by Janet Moretz.
- b. Return the vehicle to the HCC lot (or Hill Street lot if HCC lot is closed or full).
- c. Clean the vehicle of all trash and debris. A brush for sweeping the floor of the van is located in the rear of the van. The floor of the van should be swept each time the van is returned to campus. However the floor in the front of the van is carpeted and may require vacuuming. The seats should also be brushed off.
- d. Finalize the **Travel Log**.
- e. Check that all windows are closed and lock the vehicle before leaving it unattended.
- f. Return the trip packet (keys and credit card) to Janet Moretz as soon as you return. If you return on a Saturday or Sunday or after hours, leave the trip packet in the locked vehicle out of site in the center console and notify Janet Moretz. Again, check to make certain the vehicle is locked before leaving it unattended.