



Fleet Services Manual

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1) Purpose

The University of Connecticut (UConn) Fleet Services relies on the operation of UConn-owned motor vehicles to conduct official business. UConn Fleet Services is committed to minimizing transportation costs, reducing risk, safeguarding personnel, protecting and maintaining property, and clarifying acceptable use. This policy manual was developed to support these commitments.

2) Scope

The policies and procedures issued herein apply to all operators of UConn owned or controlled motor vehicles and the individuals who assign or otherwise permit such use. It applies to the UConn Storrs Campus, UConn Regional Campuses, and Professional Schools. Certain Departments may operate motor vehicles under policies specific to those departments.

(See: **UConn Police Department** <http://publicsafety.uconn.edu/police> and **UConn Facilities Operations and Building Services** <http://fo.uconn.edu/> for related policies and information.)

3) Definitions

Authorized Drivers means only those personnel listed below who are properly licensed and/or certified to operate UConn-owned, leased, and/or rented vehicles when conducting official UConn business:

- Faculty and staff employed by UConn;
- UConn students meeting criteria for “authorized student drivers;”
- “Driver for hire” must have a minimum of an ‘A’ Endorsement on their CT driver’s license.

Authorized Student Driver means a student who is enrolled at UConn (or has a valid non-UConn student authorization on file with Student Employment) and who is:

- Employed by UConn; or has volunteered to operate a vehicle on behalf of the university and its affiliates and;
- Properly licensed (per section 4) to operate a UConn-owned, operated, leased or rented vehicle.

Department means a unique business unit of the University identified by a 4-digit Dept Code in CORECT HCM. Departments may be identified as operational or academic or may reflect a grouping of academic departments based on field of study (i.e. Social Sciences). Each Department has an assigned Department Head.

Department Transportation Coordinator means a department’s designee for maintaining compliance with all motor vehicle records.

Driver for Hire means any authorized operator that will be compensated for his/her services as a driver and will be driving a motor vehicle with passengers.

Motor Vehicle means automobiles, trucks, and buses.

Off-Campus Travel means outside or away from the main duty station.

Official Business means being in the performance of one's UConn duties as a:

- Faculty or Staff member;
- Student Employee or Student Teaching/Graduate Assistant;
- Member of a UConn student organization duly organized by the Department of Student Affairs pursuant to proper and prior written authorization;
- Member of a UConn Athletic Team who has received proper and prior written authorization from the Department of Athletics.

Official Duty Station means the state-owned or leased building or other locations at which an employee regularly reports for duty.

Operator means a person who operates a motor vehicle or who steers or directs the course of a motor vehicle being towed by another motor vehicle.

Pool Vehicle means a UConn-owned motor vehicle assigned to a department for use by two or more employees.

UConn General Manager of Transportation and Fleet Services means the person within UConn who oversees all operational and procedural functions related to transportation and fleet.

UConn-Owned Vehicle means a motor vehicle that is owned by the University of Connecticut.

UConn Employee means a person who has an approved and active payroll authorization on file in the Payroll Office or is an employee of an institutional activity fund as approved by the Board of Trustees.

UConn Student Employee means a person who is enrolled and/or registered in an academic program or class at UConn and who has an approved and active payroll authorization on file through Student Employment and the Student Payroll Office (or has a valid non-UConn student authorization on file with Student Employment).

4) **Appropriate Use of UConn-Owned, Leased and Rented Vehicles**

Authorized drivers are permitted to use UConn-owned/leased vehicles to conduct official business. When granted such privilege, the following rules apply:

- Operators must possess a valid driver's license. Any individual whose motor vehicle operator's license is currently suspended **shall not be allowed** to operate a UConn owned/leased/rented vehicle, even if the individual has been issued a Special Operator's Permit for work under **CT General Statute Sec 14-37a**.
- Operators must comply with all driving and motor vehicle laws;
- Personal use for social, recreation, religious, educational or any other such purpose whether on or off duty, is not permitted;
- When required, home to work-site travel (when not to/from the employee's official duty station), is permissible. De Minimis use is acceptable (e.g., a stop for lunch in between two business appointments or deliveries);
- Smoking within the vehicle is prohibited;

- Transportation of passengers, including UConn employees, is not permitted, unless this transportation is necessary to perform official UConn business.
- Out of country travel is prohibited.

5) Registration of Motor Vehicles

UConn Motor Pool is responsible for the registration of UConn-owned vehicles. No other department is authorized to apply directly to the Department of Motor Vehicles for registration plates.

6) Transfer of Motor Vehicles

UConn-owned or rental vehicles may not be lent, leased or rented to any person, organization, or business except when approved by the General Manager of Transportation or Fleet Services or designee.

7) Vehicle Branding and Identification

All UConn-owned motor vehicles shall be identified in a manner prescribed by UConn Communications. No equipment, decorations or advertisements shall be affixed to a UConn-owned vehicle without prior approval from the University Communications.

Removal of any prescribed markings, including license plates and UConn-issued stickers, and any other attempt to obscure that UConn owns the vehicle is prohibited.

8) Vehicle Assignments

Requests for vehicle assignment must be made in writing on the [Departmental Vehicle Request Form](#) established by UConn Transportation & Fleet Services, and submitted to the UConn Fleet Manager. A detailed justification for the need for a UConn vehicle, including intended usage, estimated mileage, and garaging location must be included in the request. The University Fleet manager will work with departments to determine which vehicle procurement method will best fit their needs.

9) Pool Vehicles Being Assigned to Departments

UConn's Pool vehicles are generally assigned in the following circumstances:

- For use by UConn employees/students for Official Business;
- When the UConn General Manager for Transportation & Fleet Services determines that it will be less costly to use a UConn-owned vehicle than it would be to reimburse the UConn official or employee for mileage traveled in his or her personal vehicle;
- If the department can demonstrate that specialized circumstances (such as particular equipment needs or risk management concerns) dictate the acquisition of a UConn vehicle;
or
- If the department in its daily activities requires a vehicle to move to a variety of sites and locations.
- Vehicles are generally not to be assigned for the exclusive use of an individual employee, except as described below. *

** When a UConn employee commutes in or uses a UConn-owned vehicle for personal business, certain tax consequences result. The IRS views the personal use as a taxable benefit to the employee and has established guidelines on how to determine how much the dollar value of that benefit would be.*

10) Assignment of a Vehicle to an Individual Employee or Official on a Long-Term Basis

In some situations, it may be most economical for a vehicle to be assigned to an individual on a long-term basis. In determining whether to grant approval of assignment of a vehicle to an individual on a long-term basis, the UConn General Manager of Transportation & Fleet Services will assess each situation on its own merits; however, the following guidelines generally apply:

- The intended operator has 24/7 on call responsibilities and responds frequently to assess emergency situations;
- The intended operator has daily responsibilities at more than one campus;
- The vehicle travels, at minimum, an average of 700 miles per month.

If an individual employee requires the exclusive use of a motor vehicle in order to perform his or her job duties, the department head shall submit a request for a vehicle assignment and send the form to the Transportation Administrator. See motorpool.uconn.edu for related forms.

Approval to assign a vehicle to an individual on a long-term basis may not be granted if the driver assigned to the vehicle:

- Fails to maintain a valid driver's license;
- Has been the subject of two or more valid complaints involving the use of a UConn-owned vehicle within a six-month period; or
- Has been convicted of or has made payment for two or more motor vehicle violations while driving a UConn owned vehicle in a six-month period.

11) Use of Vehicles by Volunteers and Contract Employees:

The Transportation & Fleet Administrator, on an individual or departmental basis, may grant use of a vehicle by volunteers or contract employees. Departments should maintain their own records. If a volunteer or contract employee requires the use of a motor vehicle, the department head shall submit a request for approval and send the form to the Transportation Administrator. See motorpool.uconn.edu related forms.

12) Usage

Departments or their assigned Transportation Coordinator shall utilize vehicle tracking software available through Fleet Services for each UConn-pool vehicle assigned to them. This software will record vehicle plate number, trip destination, and starting/ending mileage.

13) Parking

In most cases, UConn owned/leased vehicles must be parked overnight at a UConn-owned or leased facility. Such vehicles shall not be parked overnight on any street, highway or in commuter lots, except under emergency conditions. Arrangements for overnight storage of vehicles should be requested through the Transportation & Fleet Manager

14) At Home Garaging

When an employee is required to begin work prior to 7:00 a.m. or end work after 6:30 p.m. away from his or her official duty station, the Department Head may approve the at-home garaging of a UConn-owned/leased vehicle. The Department Head shall grant this privilege on a case by case basis for a specific night and shall not issue open-ended or blanket authorizations for at-home garaging. The Department Head shall notify the Transportation & Fleet Manager of any such privileges granted.

To request at-home garaging on a continual basis, departments must obtain written approval from the Transportation & Fleet Manager. The Transportation & Fleet Manager will consider the merits of each request on a case-by-case basis. However, in general, permission is likely to be limited to the following situations:

- Employees who are subject to 24 hour calls;
- Field personnel who carry UConn-owned equipment in a vehicle that cannot be garaged in a secure area.

15) Maintenance

Motor Pool shall notify the departments when service, maintenance and repair of all UConn-owned vehicles is required, unless it authorizes another agency to perform some or all of these duties.

16) Fuel

Except in the limited circumstances described below, drivers of UConn-owned vehicles shall obtain fuel and replacement oil at the UConn Motor Pool.

A UConn employee may purchase gasoline and/or oil from a commercial station only when he or she is operating the UConn owned/leased vehicle outside of normal work hours, out of state, or in an emergency.

17) Emergencies

Vehicle Accidents:

- In the event of an accident or emergency, please call 911 immediately and request a police report.
- Then, notify the University motor pool of vehicle damage by calling (860) 486-4182 (24/7 contact number).
- Within 24 hours, submit state accident report to the Transportation and Fleet Manager by:
 - Downloading and completing the report form found at: [http://das.ct.gov/fleet/VehicleAccidentApril5\[1\].pdf](http://das.ct.gov/fleet/VehicleAccidentApril5[1].pdf) and;
 - Submitting the form via email to transportation@uconn.edu

Vehicle Breakdowns:

- Notify the University motor pool of vehicle breakdown by calling (860) 486-4182 (24/7 contact number).

18) Insurance and Liability Coverage

If a UConn employee is authorized to use their own motor vehicles in the performance of their duties, the employee's personal liability coverage will serve as primary insurance in the event of an accident.

For additional insurance and liability coverage/information see:

<http://insurance.uconn.edu/insurance-faq/>

19) Violations

Violation of any policy, rule or regulation governing the use of a UConn-owned vehicle or any state motor vehicle law or regulation may result in the immediate recall of the vehicle by the UConn General Manager of Transportation and Fleet Services.

20) Related Policies, Procedures, Laws and Guidelines

This manual references numerous related requirements, resources, and guidance summarized below.

- Valid Driver's License required.....[CT DMV Driver's License Information](#)
- Accident Reporting Procedure.....[Procedure for Reporting an Accident](#)
- Accident Reporting Form.....[Departmental Vehicle Request Form](#)
- Insurance and Risk Management.....[UConn Insurance and Risk Management](#)
- Connecticut Safe Driving Laws.....[CT DMV Safe Driving Laws](#)
- UConn Motor Pool, Procurement, Maintenance.....[UConn Motor Pool Vehicle Maintenance](#)
- Connecticut Distracted Driving Laws.....[CT Distracted Driving Laws](#)
- Travel/Mileage Reimbursement Policy.....[UConn Travel/Mileage Reimbursement Policy](#)
- UConn Police Department.....<http://publicsafety.uconn.edu/police>
- UConn Facilities Operations and Building Services.....<http://fo.uconn.edu/>

21) Contact:

General Manager of Transportation and Fleet Services
fleet@uconn.edu/860.486.1448