# Fleet Management

**ROWAN UNIVERSITY POLICY**

**Title:** ***Fleet Management***
**Subject:** ***Facilities, Planning & Operations***
**Policy No:** ***Fac: 2015:03***
**Applies:** ***University-wide***
**Issuing Authority:** ***President***
**Responsible Officer:** ***Vice President Facilities, Planning & Operations***
**Adopted:** ***06/24/2015***
**Last Revision: August 24, 2023**
**Last Reviewed: August 24, 2023**

## I. PURPOSE

To set Rowan University guidelines regarding use of Rowan University owned or leased vehicles ("fleet vehicles") in the conduct of official Rowan University business or activities.

## II. ACCOUNTABILITY

Under the direction of the President, the Executive Vice President, Provost, and Sr. Vice Presidents are responsible for ensuring University compliance with this policy. The Vice Presidents, Deans, Department Managers and Supervisors shall implement this policy.

## III. APPLICABILITY

This policy applies to all full-time, part-time, permanent and temporary employees, faculty, staff, officers, and other authorized individuals, herein referred to as an "authorized driver".

Failure to comply with the requirements of this policy shall result in disciplinary action, up to and including termination.

## IV. POLICY

1. Requirements**:**
    a. All fleet vehicles shall be driven by a Rowan University authorized driver who holds a valid permanent U.S. driver's license, is at least eighteen (18) years of age and has two years of driving experience or has successfully completed a National Safety Council defensive driving course, www.nsc.org**/**drivesafenj. The loss and/or suspension of an authorized driver's license, where driving is an essential function of the job, may result in corrective action up to and including termination of employment. The typical fleet vehicle requires a class "D" license. Other fleet vehicles such as buses, larger trucks etc. may require a Commercial Driver License with endorsements. It is the responsibility of the College, School, or Operating Unit (Operating Unit includes wholly owned subsidiaries) to which the vehicle is assigned to ensure that the authorized driver has the applicable driver's license requirements before the vehicle is operated.
    b. Rowan University fleet vehicles shall be used for official Rowan University business only and not for routine commuting.
    c. Smoking of any sort is prohibited in any University fleet vehicle at any time, per the Smoke and Tobacco-Free Environment Policy of Rowan University.
    d. Rowan University fleet vehicles shall be assigned to a College, School, or Operating Unit for its collective business use and not to individuals.

e. Use of Rowan University passenger vans (15 passenger or more) requires the authorized driver to complete Van Safety Training and receive certification before driving. The training is administered by the Department of Environmental Health and Safety and certification is valid for three (3) years. Vans with 15 passenger seating or more also require a CDL license before driving. Records of the training and CDL licensure must be maintained by the department within the College, School, or Operating Unit and a copy sent to Facilities Fleet Management.

2. Responsibilities**:**
   a. Facilities Fleet Management Department shall have the responsibility for the maintenance, repair, assignment, monitoring, documentation and disposal of all University fleet vehicles.
   b. Colleges, Schools, and Operating Units to whom University fleet vehicles are assigned shall:
      i. Ensure that copies of the driver's licenses for all authorized drivers are provided to Facilities Fleet Management on an annual basis (January 1st) or when a new employee is hired or an individual is authorized to drive a University fleet vehicle.
      ii. Ensure that authorized drivers are aware of this policy and that all authorized drivers must notify Fleet Management immediately of any change in their license status or if they receive a ticket while driving a University fleet vehicle.
         1. **It is the responsibility of each authorized driver to notify his/her supervising authority and Fleet Management immediately upon any of the aforementioned occurrences**.
   c. Fines for traffic violations, including overtime parking, and towing and storage fees for illegally parked fleet vehicles, shall be paid by the operator of the vehicle responsible for the violation. Fines shall not be reimbursed and for any payment default, Rowan reserves the right to collect the fine through payroll deduction or any other appropriate legal mechanism.
   d. Parking and toll expenses shall be paid by the College, School or Operating Unit.
   e. Rowan University reserves the right to obtain a motor vehicle record (MVR) report for authorized drivers who drive University fleet vehicles upon employment or authorization, and annually thereafter. Any job offer made to an employee-candidate for a position with driving duties or any authorization to drive a University Fleet vehicle, shall be contingent upon a MVR meeting the standards outlined below. Continued employment in a position with driving duties or continued authorization to drive also requires an annual MVR report meeting these standards.
      i. MVR reports are defined as "Clear", "Acceptable", "Borderline", and "Poor" based upon the number of violations and at-fault accidents in the past three (3) years.
      ii. MVR reports must be "Acceptable" or "Clear" as graded on the table below, for employment in positions with driving duties.
      iii. MVR reports graded as "Poor" will eliminate the individual from being able to drive a university fleet vehicle and may affect initial or continued employment.
      iv. MVR reports graded as Borderline will be further reviewed by the MVR Committee for further written determination of university driving privileges.
      v. Motor Vehicle Grading Criteria (last three years):

| **Number of Minor Violations** | **Number of At-Fault Accidents** | | | |
|---|---|---|---|---|
| | 0 | 1 | 2 | 3 |
| 0 | Clear | Acceptable | Borderline | Poor |
| 1 | Acceptable | Acceptable | Borderline | Poor |
| 2 | Acceptable | Borderline | Poor | Poor |
| 3 | Borderline | Poor | Poor | Poor |
| 4 | Poor | Poor | Poor | Poor |

| | | | | |
|---|---|---|---|---|
| Any major violation | Poor | Poor | Poor | Poor |

Definition of Minor and Major Violations:

| **Minor Violations:** | **Major Violations** |
|---|---|
| **Any moving violation other than a major, including the following non-moving violations:** | **Including but not limited to:** |
| • Failure to comply with motor vehicle equipment, load or size requirement<br>• Improper/failure to display license plates<br>• Failure to sign or display registration<br>• Failure to have driver's license in possession (if valid license exists) | • Driving under influence of alcohol /drugs<br>• Failure to stop/report an accident<br>• Reckless driving/speeding contest<br>• Driving while impaired<br>• Making a false accident report<br>• Homicide, manslaughter or assault arising out of the use of a vehicle<br>• Driving while license is suspended/revoked<br>• Careless driving<br>• Attempting to elude a police officer |

3. Rowan University Fuel Cards:
    a. Rowan University fuel credit cards are the property of Rowan University and are to be used for Rowan University fleet vehicles only. (Rowan University Fuel Card (UFC) Policy). The cards are not to be used for personal vehicles. Rowan University has the discretion to request the return of the cards at any time through the Director of Purchasing and Procurement.
    b. Each College, School, or Operating Unit is responsible to ensure that all fleet vehicle fuel receipts are maintained in a separate file in accordance with the fuel card policy for each assigned vehicle. These fuel receipts are subject to periodic review and verification by Purchasing and the Internal Audit upon request.
4. Motor Vehicle Operating Expense**:**
    a. The cost of operating and maintaining fleet vehicles used to conduct Rowan University business shall be considered a College, School, or Operating Unit expense. These costs include but are not limited to repairs, maintenance, and fuel obtained at Facilities Fuel pumps. The vehicle operating cost will be tabulated monthly by the Director of Facilities Operations or designee and charged back to each College, School, or Operating Unit via an interdepartmental transfer (DCA).
5. Fleet Procurement**:**
    a. Vehicles to be purchased for Rowan University Facilities Operations will be overseen by Fleet Management utilizing the procedures in place by the Procurement and Contracts Department. Specifications, Model type, Special Accessories, and Warranties will be formulated by Fleet Management and after authorization by the Director of Facilities Operations, provided to Procurement for bidding. Fleet Management will have the sole discretion in determining 'equals' to the specifications. Once an award is made by Procurement, Fleet Management will manage the delivery, transfer of title, and registration of the vehicle adding it to the Preventative Maintenance vehicle inventory data base and Vehicle Inventory List. Any cost associated with the above, will be charged to the department ordering the vehicle.
    b. Vehicles not purchased through Facilities Operations must follow the same protocols as above with the exception of the development of Specifications, Model, and Accessories. Fleet Management will reserve the right to determine if the specified vehicle can be supported and maintained by Fleet Management.

c. Alternative Fuel, Hybrids and Electric vehicles will be evaluated on a case-by-case basis for all new university vehicle purchases as an alternative to typical combustion engine types. Fleet Management will determine the appropriateness of such alternative vehicles and if so determined, proceed with the procurement process. Justification of any objections will be sought by the Director of Facilities Operations.

6. New Vehicle set-up:
    a. Upon delivery of a new vehicle, Fleet Management will inspect the vehicle, noting any defects that are the responsibility of the dealer, and complete the motor vehicle registration documents. The Director of Facilities Operations or designee will arrange for inclusion of the vehicle into the Rowan University fleet by completing the "Fleet Policy Data" form and forwarding it to Risk Management.
    b. Fleet Management will establish and maintain a motor vehicle operating record for every vehicle acquired, recording the fuel consumption in procedure for the facilities fuel pump, maintenance and repairs for the life of the vehicle on the Dossier system.
7. Maintenance, Repair, Documentation and Training:
    a. The Director of Facilities Operations or designee will have the responsibility of ensuring that all Rowan University fleet vehicles are properly maintained, repaired and inspected.
    b. Fleet Management will maintain a regularly updated vehicle list including year, make, model, VIN number, mileage and assigned location.
    c. Fleet Management will maintain records of preventative maintenance and repairs to all vehicles on the Dossier System.
    d. Fleet Management will ensure that all vehicles, when in for service, have a current inspection sticker and insurance card located in the glove box. Card must not be removed.
    e. Fleet Management will ensure that shop personnel are provided formal technical training to enhance skills and trades competency, and maintain records of such training.
8. Mechanical Breakdown**:**
    a. Vehicles that develop mechanical or electrical problems will be taken out of service and repaired. If the vehicle is off campus and, in the best judgment of the authorized driver is unsafe to drive, the Director of Facilities Operations or designee should be called for instructions.
    b. In the event that a vehicle must be towed before Fleet Management Services can be notified, the location of the towing company and storage lot will be recorded. At the earliest opportunity, the authorized driver shall provide this information to the Director of Facilities Operations or Fleet Management.
9. Accidents**:**
    a. The police in the municipality where the accident occurred, if not at the scene, shall be notified immediately. If the accident occurred on campus, immediately notify Rowan Public Safety University Police at 856-256-4922. All Rowan University authorized drivers shall comply with all applicable laws, concerning motor vehicle accidents, (i.e., reporting, not leaving the scene of an accident, etc.), and shall notify their supervising authority immediately, or as soon as possible, as the circumstances allow.
    b. Any accident involving Rowan University fleet vehicles shall be reported to the Director of Facilities Operations or designee and the Department of Risk Management and Insurance (Risk Management) within twenty-four (24) hours by the authorized driver. In the case of serious injury or death, Risk Management shall notify the appropriate parties to protect the legal and financial interests of Rowan University.
    c. Operators of Rowan University fleet vehicles may be held personally responsible for damages to the vehicle operated by them and caused by their negligence if that negligence was in violation of Rowan University policy or outside the scope of their employment or authorization. If it is determined that the employee's negligence was in violation of Rowan University policy or outside the scope of their employment or authorization, said individual shall be charged for such damages and may be subject to disciplinary action.
    d. If the vehicle is not maneuverable and must be towed away, Fleet Management shall be notified immediately by phone of the name and address of the towing company and storage lot.
    e. Effective March 1, 2021, all RM1 State Vehicle Accident and Incident reports must be filed electronically by the employee involved in the accident using the digital form on the State of New Jersey Division of Risk Management website at https://www.nj.gov/treasury/riskmgt/forms.shtml. The report is to be filed within twenty-four (24) hours or one (1) business day from the date of the

accident or incident. All electronic supervisory review must be completed within seventy-two (72) hours or three (3) business days from the date of the accident or incident. Employees must be prepared to electronically provide additional documents (i.e., police reports, estimates, etc.) as soon as available.

It is a requirement of The State of New Jersey Division of Risk Management that the electronic reporting be completed by all State employees involved in any type of incident or accident, while operating any of the vehicles listed below:

1. Pool or assigned State vehicles
2. Rental vehicles
3. Personal automobiles used by the State employee for official State Business
4. Vehicles with State VIP plates, Cabinet plates, or Confidential plates
5. Vehicles on loan to or authorized for use by a State agency from another government or private entity
6. Any State vehicle owned or leased, while driven on official State Business, even if insured on a commercial insurance policy.

10. Vehicle Monitoring:
    a. All fleet vehicle parking, usage, keys, vehicle credentials and fuel purchases shall be monitored by the College, School, or Operating Unit to which the vehicle is assigned.
    b. All fleet vehicles must be operated and parked in a legal manner according to DOT/MVC and Rowan University regulations. All vehicles must be locked, and the vehicle keys secured when not in use. It is the responsibility of the College, School, or Operating Unit to which the vehicle(s) is assigned, to ensure that all of these procedures are followed. Failure to comply with these requirements may result in forfeiture of the use of Rowan University fleet vehicles.
    c. Rowan University fleet vehicles must have proper and valid documentation as required by New Jersey State DOT/MVC; these documents will be initially supplied by the Fleet Management Department. It is the responsibility of the College, School, or Operating Unit and authorized driver to ensure all applicable credentials are located in the glove box of each vehicle before the vehicle is driven. Failure to comply with these requirements and guidelines may result in forfeiture of the use of Rowan University fleet vehicles.
11. Vehicle Identification**:**
    a. All Rowan University fleet vehicles are required to display the appropriate vehicle decal (see Exhibit A) on the side door.
        i. It is the responsibility of the Fleet Management Department to ensure that the vehicle decals are initially installed on each vehicle. Removal of decals by the College, School, or Operating Unit is prohibited. The only exceptions to this requirement are undercover vehicles assigned to the Department of Public Safety and vehicles assigned to EMS.
        ii. Failure to comply with this requirement may result in forfeiture of use of a fleet vehicle by the College, School, or Operating Unit and subject the authorized driver to disciplinary action.
        iii. It is the responsibility of the Director of Facilities Operations to receive all phone calls concerning vehicle misuse. When a complaint is received, the Director of Facilities Operations, or designee, will contact the applicable Department Head and will request that the Department Head conduct an initial review of the situation with the driver.
        iv. It is the responsibility of the Department Head to conduct the initial review of the situation with their driver and report the findings back to the Director of Facilities Operations or designee.
        v. If it is determined that disciplinary action is necessary, it is the responsibility of the Department Head to work with Human Resources to determine the appropriate course of action/discipline based upon the facts in the case. Facilities Operations will be available to provide input to the case as necessary.
12. Vehicle Transfers**:**
    a. All Rowan University fleet vehicles at all locations are titled to the University and may be transferred as needed from department to department or campus to campus with no NJ Motor Vehicle requirements or restrictions. When transfers occur the Vehicle Inventory List will be updated to reflect the change in assignment.
    b. Vehicles may be assigned when determination by Fleet Management demonstrates that the vehicle to be transferred is available without negative impact to its presently assigned entity, that

the vehicle is safe to operate, and that the vehicle is appropriate for the new assignment. All transfers shall be reviewed and authorized by the Director of Facilities Operations.

13. Vehicle Replacement:
    a. All vehicles will be inspected on a regular basis and evaluated for safety, anticipated repair cost, vehicle age, general condition, and mileage and recorded in the Fleet Management Program. In addition to regularly scheduled Preventative Maintenance, a more extensive Vehicle Condition Assessment of any vehicle with an odometer reading greater than 50,000 will be completed. Depending on this assessment and fiscal forecasting, such vehicles may be placed into the disposal category for optimal resale value with the authorization of the Vice President – Facilities, Planning & Operations.
14. Vehicle Disposal**:**
    a. Vehicles that have been assigned for disposal will be marked as either operational or scrap. A Resolution will be prepared for Board of Trustee approval and declaration and surplus. All ancillary equipment for Public Safety vehicles will be removed prior to sale.
15. Vehicle Purchase: The steps for purchasing a new vehicle are:
    a. Complete the Vehicle Purchase Request Form
    b. Forward to the Facilities Operation Office for review by Fleet Management.
    c. The purchase must be approved by the University's Senior Vice President of Finance and CFO.
    d. The Request will be returned to the department within the College, School, or Operating Unit. If approved, the department should put a requisition in the system and send a copy of the Vehicle Purchase Request Form to the Procurement Department.

## V. ATTACHMENTS

1. Attachment: Exhibit A-Vehicle Door Decal

**ATTACHMENT**
**Exhibit A - Vehicle Door Decal**

