

Rental of University Vehicles

Original Implementation: June 1, 1984

Last Revision: July 28, 2015

This policy governs university vehicle rental. Vehicles that may be rented by university departments are maintained by the Physical Plant Department. The rental and use of university motor vehicles may only be used for official university business.

A. Reservations

1. Vehicles will be rented exclusively to university employees, departments, or organizations that have budgeted university funds.
2. All vehicles, except road buses, are rented on a first-come, first-served basis.
3. Those who rent university vehicles must act on behalf of their university department or organization and have a driver certificate issued by the University Police Department. Those who rent university vehicles are responsible for compliance with minimum occupancy requirements and other university policy and procedural requirements.
4. Cancellations should be made as far in advance as possible.

B. Passengers

1. Passengers in university vehicles will normally be university employees or students traveling on university business.
2. Passengers who are not university employees or students may be authorized to ride in university vehicles when their presence is consistent with university business or functions.
3. University employees and students may have authorized guest(s), spouses or children accompany them while the university employee or student is traveling on university business provided:
 - a. The guest does not interfere with the university business of the trip or cause any additional expense to the university.
 - b. The department sponsoring the trip that the guest(s) are attending must be advised in advance of the trip that non-university passengers will be traveling in university vehicles.
 - c. If the guest is a minor child, the parent is responsible for the child's actions and is responsible for ensuring the child follows all safety policies and regulations including seat belts and child restraints.
 - d. Non-employee passengers will not be covered by university insurance for medical treatment, unless there is legal liability, which is covered by the general liability policy for university motor vehicles. Personal claims against the driver of another vehicle (non-university) for liability in any accident will be the responsibility of the non-employee passenger. Passengers should carry personal medical insurance coverage in case of accident or emergency. The university does not assume liability for any passenger, unless otherwise imposed under law. University employees may be covered by Workers' Compensation for injuries received on-the-job; otherwise, personal medical insurance or applicable legal liability would apply. See the safety website for additional information.

C. Use of University Road Buses

University owned road buses provide transportation for university departments and groups. The guidelines in this section have been established to provide a fair and equitable manner for the scheduling of the buses and to generate sufficient revenue to pay for their operation and maintenance.

1. Authorized Trips. Only university groups and departments whose trips have received prior approval from the department head and/or dean may reserve the bus. A professional driver will be provided by the Physical Plant Department. The use of the bus is limited to those destinations that may be reached by hard surfaced roads.
2. Reservations. Application for the use of a university road bus shall be made to the director of physical plant or his designee. No reservation may be reassigned in whole or in part. The user may not delegate any control or responsibility to any other party without prior written approval of the director of physical plant. Furthermore, reservations for one trip may not be used for a different trip without the prior written approval of the director of physical plant.
3. Itinerary. A completed itinerary must be submitted to the transportation dispatcher at least 48 hours before departure. Examples of an appropriate itinerary and a template are available on the physical plant website.
4. Priorities for Use
 - a. Use of university buses for athletic purposes will be given the first priority.
 - b. Those departments having activities scheduled at least a year in advance that require maximum utilization of the buses shall receive second priority.
 - c. In other cases, the following shall be considered:
 - i. Advance Scheduling: Where feasible, the use of the buses will be approved on a first-come, first-served basis
 - ii. Distance: The distance to be traveled will be considered in determining priority.
 - iii. Number of Passengers: The number of passengers will be considered in determining priority.
 - iv. Purpose of Trip: In cases of simultaneous requests when the number of passengers and distance are approximately the same, the trip providing the most benefit to Stephen F. Austin State University shall receive priority.

D. Use of University Shuttle Buses

University owned shuttle buses provide regular daily service on campus. Shuttle buses may be reserved for university business by university groups after hours and on weekends on a limited first-come, first-served basis. Every effort will be made to provide fair and equitable scheduling of the shuttle buses and to generate sufficient revenue to pay for their operation and maintenance.

E. Breakdowns and Accidents

1. All accidents involving a university vehicle must be reported immediately to the appropriate law enforcement agency and the Physical Plant Transportation Department. Instructions for proper reporting and handling of accidents and breakdowns will be provided at the time of vehicle pick up and may be found on the Transportation Department’s website.
2. In all cases in which a vehicle cannot be returned to the campus, the Physical Plant Transportation Department should be contacted during business hours or the University Police Department if during non-business hours.
3. The manager of transportation must arrange all major repairs.
4. Drivers involved in an accident will be required to submit to a drug and alcohol screening in accordance with Stephen F. Austin State University policy 11.6, Drug and Alcohol Testing.
5. Departments using fleet vehicles will be charged for damages as the result of accidents or from abusive use.
6. The Environmental Health, Safety and Risk Management Department will contact the insurance adjuster, provide appropriate information, and act as general liaison in the event of an accident.

7. The university's insurance covers a driver's liability if he/she is:
 - a. An approved university driver.
 - b. Operating the vehicle in an official capacity.

F. Charges

1. Rates are established to generate revenue to pay for the operation and maintenance of the rental vehicles. In addition, all expenses, including meals and lodging for the professional driver(s) provided are the responsibility of the renting department. Refer to the physical plant website for current rates.
2. Fuel is furnished as part of the rental price of the vehicle if purchased on fuel cards provided at the time of the rental. Fuel purchases not using the provided fuel cards will be at the expense of the renting department. Any other purchases on the university fuel card are prohibited.

G. Special Provisions

1. All drivers of buses must have a Class B-CDL license with a 'passengers' endorsement and submit to Department of Transportation physicals and drug baseline and random testing.
2. All drivers must have a valid driver certificate issued by the University Police Department.
3. Buses must carry at least 1/3 of their capacity.
4. No alcoholic beverages will be allowed in state vehicles.
5. In accordance with university policy 13.21, Smoking, Vaping, and Use of Tobacco Products, smoking, vaping, and the use of tobacco products are prohibited in vehicles owned or leased by the university.
6. Texting while operating a vehicle owned or leased by the university is prohibited. Use of electronic devices while driving a vehicle owned or leased by the university is subject to the Physical Plant Department Procedures for Rental of University Vehicles (section K). The procedures may be accessed from the Physical Plant Department auto rental website at http://www.sfasu.edu/physical_plant/104.asp.
7. Individuals may lose privilege of using university vehicles if the vehicle(s) has been damaged during use or has been used in an unsafe or unauthorized manner.

H. 15 and 12 Passenger Vans

1. All drivers of 15 and 12 passenger-type vans must be certified drivers with a van endorsement and be a minimum of 21 years of age. Exceptions to age limits for drivers may only be authorized by the Environmental Health, Safety and Risk Management Department. Drivers in a 15 and 12 passenger-type van shall not drive over a maximum of 65 miles per hour speed limit and all passengers must wear a seat belt as recommended by the State Office of Risk Management.
2. 15 and 12 passenger-type vans with a short wheel base (140") and higher center of gravity (Ford, Chevy, Dodge) are limited to nine passengers including the driver with a maximum of 50 lbs. of cargo or equipment or eight passengers including the driver with a maximum of 250 lbs. cargo/luggage. 12 passenger-type vans with a longer wheel base (170") and a lower center of gravity (Freightliner Sprinters, etc.) may carry passengers and cargo loads in accordance with the manufacturer's specifications.
3. All passenger-type vans rented from a non-university fleet (Hertz, Enterprise, etc.) must follow the limitations specified in this policy.
4. Cargo and/or luggage inside the van must be stacked no higher than the top of the van seats and should be placed forward of the rear axle. All cargo is prohibited on the roof. Cargo is defined as, but not limited to, boxes, bags, packs, equipment, etc.
5. No trailer hitches may be installed on the vehicle. No towing of any kind is authorized.

Cross Reference: Drug and Alcohol Testing (11.6); Smoking, Vaping, and Use of Tobacco Products (13.21); Physical Plant Department Procedures for Rental of University Vehicles.

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Physical Plant; Director of Environmental Health, Safety and Risk Management

Forms: None

Board Committee Assignment: Building and Grounds