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## Performance Standards & Best Practices

**Subject: Facilities Vehicle Use**

**Number: 016**

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UAF Facilities Services maintains University vehicles to provide effective, efficient and safe transportation for FS employees in the performance of their duties. This standard is written to set out guidelines and expectations for employee use of University vehicles.

University vehicles shall only be used to conduct University business. Pursuant to University Regulations 04.10.010.B, the use of university property, equipment, facilities, or services by employees for purposes not directly related to university duties is prohibited. Vehicles are, for the purpose of this standard, any motorized conveyance and includes utility vehicles such as vans, pick-up trucks, garbage and dump trucks, and machinery such as zambonis, backhoes, forklifts, loaders, sweepers, graders, riding mowers, bobcats, tractors, four-wheelers, ATVs, golf carts, snow-machines, etc.

While utilizing university vehicles, please carefully consider the public image you are portraying. In addition, vehicle traffic is limited to surfaces intended for vehicles and drivers must adhere to the UAF Parking Manual (<http://www.uaf.edu/fs/services/parking/parking-manual/>).

The following conditions are a requirement of UAF Facilities Services vehicle use:

1. Smoking is prohibited in University vehicles.
2. Vehicles should not be left idling unless absolutely necessary, and never near a building ventilation air intake point.
3. Drivers will adhere to all federal, state and local traffic rules and regulations.
4. The use of University vehicles for purposes such as attending to personal affairs, social engagements, or unauthorized commuting is prohibited. Official university use and nonofficial personal use must not be mingled. Stops at stores, restaurants, hotels, day care centers, or other businesses for personal purposes are not permitted unless the employee is in the process of conducting official university business, the stops are to meet the physiological needs of the employee, and the stops are a reasonable distance from where the employee is conducting official university business. The appearance of misuse of university vehicles must be avoided whenever possible.
5. Only individuals on official university business will be permitted to travel in university vehicles.
6. Irregular and occasional commuting with no more than one day per month and less than 12 cumulative days by the employee during a calendar year must be approved in advance and in writing by the employee's supervisor. The only reasons for irregular and business commuting are:

A handwritten signature in black ink, appearing to read 'S. Beal', is written over a horizontal line.

- a. An employee is temporarily engaged in field work or work not confined to a permanent duty station.
  - b. The temporary nature of an employee's work precludes the possibility of scheduling the work during regular work hours.
  - c. When temporarily leaving for, or returning from, an official trip in a university vehicle outside of regular work hours.
7. Driver must have a valid Alaska or other state driver's license in his/her possession, and the license is of the correct class for the type of vehicle being driven.
  8. Drivers must successfully complete a campus approved driver's safety course [http://www.uaf.edu/files/safety/driver\\_training\\_powerpoint.PPT](http://www.uaf.edu/files/safety/driver_training_powerpoint.PPT)  
<http://www.uaf.edu/safety/training/safety-training-powerpoin/dt-quiz-Jan-June/>

Some vehicles are assigned to supervisors and on-call staff who are required to return to campus in case of emergencies 24/7. In such instances, employees must sign a memo acknowledging restrictions for use after-hours. In conjunction with the above, the following conditions apply for vehicles being used outside of regular business hours.

- Maintain placement of the "24-hour Response Vehicle" magnet on their assigned vehicle.
- All university vehicles will be parked on campus during an employee absence that will exceed two consecutive work days.
- An employee authorized to commute for university purposes in a university vehicle will store the vehicle at home in a safe and secure manner. In line with municipal air quality control recommendations, in Fairbanks and Anchorage when the temperature is below 20F and the vehicle has been parked outside the employee's home for more than four hours, the employee will plug in the engine block heater for two hours prior to starting the vehicle. In all other locations the minimum temperature is 0F.
- Mileage will be provided in writing to the Vehicle and Transportation Manager by 5pm on the last day of each month.

Please use the following process for use of university vehicles while on stand-by status:

- Supervisor will process an after-hour use form for employee's acknowledgement of standards and practices.
- Forms will be filed in the FS Human Resources office and will be reviewed by the supervisor on an annual basis.

Supplemental Information:

Please read and review the following:

University of Alaska Transportation Safety Guide

[http://www.alaska.edu/risksafety/h\\_procedure-guide-library/](http://www.alaska.edu/risksafety/h_procedure-guide-library/)

UAF Human Resources

**After Hours Vehicle Use  
Approval / Request Form**

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

*Employee has responsibility for responding to emergency situations which require immediate response.*

Division: \_\_\_\_\_ Vehicle Number: \_\_\_\_\_

Physical Address where vehicle will be parked at: \_\_\_\_\_

City: \_\_\_\_\_

Total Daily Commute Miles: \_\_\_\_\_ (to and from address where vehicle is parked to office)

Is this a rotational on call basis? Yes No

***I have read and agree to comply with the Facilities Services Vehicle Use Standard.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

cc: FS Human Resource Office