
May 12, 2021

The following items in the Use of University-Owned Vehicles Procedure are currently under review for modification by the Division of Facilities and Operations.

1. Current Language:

University-owned vehicles may not be checked out for overnight use unless the travel involves overnight lodging and appropriate travel forms have been submitted and preapproved, or a written exception has been granted by the Manager of Parking and Transportation Services or designee.

Proposed Revision:

In certain situations, a University-owned vehicle may be checked out for overnight use (examples include early morning trips or trips in the opposite direction from the requestor's home to the University.) The appropriate travel forms must be submitted and preapproved in Chrome River.

2. Current Language:

University-owned vehicles may be used for official travel when available if travel is not to exceed an approximate 200-mile radius.

Proposed Revision:

University-owned vehicles may be used for official travel when available if travel does not exceed an approximate 325-mile one-way distance.

3. Current Language:

Student drivers may be permitted to operate a fleet vehicle subject to compliance with the above safe driver criteria and the following additional criteria:

1. Student driver must be at least 21 years of age and have 3 years of driving history.
2. Student driver must drive under the direct supervision of an approved Employee Driver who is either in the same vehicle or leading a convoy of vehicles for trips more than 10 miles. A student driver is permitted to drive without the direct supervision of an approved Employee Driver for trips under 10 miles, or for University-sponsored activities on the Atlantic City campus and Nacote Creek Marine Field Station.
3. Student drivers **are not** permitted to drive 15-passenger vans or vehicles that require a CDL license.

Proposed Revision:

Student drivers may be permitted to operate a fleet vehicle subject to compliance with the above safe driver criteria and the following additional criteria:

1. Student drivers **are not** permitted to drive 15-passenger vans or vehicles that require a CDL license.
2. Student drivers under 21 are permitted to drive within a 50-mile radius.
3. Student drivers 21 and older are permitted to drive within a 325-mile radius.

4. A Student driver must drive under the direct supervision of an approved Employee Driver who is either in the same vehicle or leading a convoy of vehicles for trips more than 10 miles. A student driver is permitted to drive without the direct supervision of an approved Employee Driver for trips under 10 miles, or for University-sponsored activities on the Atlantic City campus and Nacote Creek Marine Field Station.

Other Items:

15-passenger vans are being phased out of the fleet. F&O has requested \$100,000 in budget for FY22 for the purchase of new vehicles. 12-passenger vans will be studied.

If vehicles are not available, the fleet department will assist requestors in renting a vehicle through Just 4 Wheels.

Shuttles are now a part of Facilities and Operations creating better synergy in utilizing shuttle busses and drivers, when available, for certain trips.