

New Jeep Use Policies

- Effective February 20, 2009

The ESPG jeep is a State vehicle, and those who use it are required to follow Florida restrictions.

- 1)
 - a) University (State) vehicles are to be used for official University business only.
 - b) Only a University employee, volunteer, or student (approved by an accountable officer) with a current valid Florida Driver's license will be allowed to drive a University (State) vehicle.
 - c) Driver shall not permit riders except those directly involved in the purpose for which vehicle is being used. No one under the age of 16 is allowed to ride in a State vehicle.
- 2) Drivers must demonstrate that they have a valid Florida license and current insurance coverage. Please submit copies of both to Dr. Bob Wang.
- 3) Advanced authorization is required for each overnight use. Please contact the department chairperson to request authorization.
- 4) Reservations for vehicle use are made through Dr. Bob Wang, and should include the following:
 - *Date for reservation
 - *Pickup time
 - *Estimated return time
 - Drivers
 - Destination
 - Purpose of trip
 - *Name of faculty person responsible
 - Grant funding source
 - Contact phone number(*information to be posted on Department website)
- 5) Drivers are required to complete a vehicle use log, now stored in the jeep. Gas level on pickup and return, as well as mileage in and out should be recorded in this log.
- 6) The jeep is to be returned with a full tank of gas. Those who fail to do so will be billed by the department for the gas, and this bill will include a \$5.00 fueling surcharge. A \$25 gas deposit will be required at the time of the next reservation. This deposit will be refunded upon submission of gas receipts when the jeep is returned. Subsequent failures to return the jeep with a full tank of gas will result in loss of jeep-use privileges.
- 7) Those who use the jeep will be required to contribute financially to its maintenance and upkeep, either through grants, contracts, or personal funds. The College of Arts and Sciences no longer can budget funds to maintain a vehicle that is used by a limited number of faculty within one department. The vehicle log will be used to determine financial responsibility, based on percentage use of mileage, when maintenance and repairs are needed.
- 8) Use of the jeep indicates acceptance of the above terms and conditions.