1. **Purpose**

The purpose of this rule is to provide guidance on leasing vehicles and the procedures for rental of NCCU Motor Fleet and Student Affairs vehicles. These vehicles fall into three categories: Motor Fleet Vehicles, Department Vehicles and Student Affairs Vehicles. Motor Fleet vehicles are those that are housed and maintained at the NCCU Physical Plant and are available for dispatching on a daily or weekly basis for official University business or travel. Department vehicles are vehicles allotted to University departments for carrying out official University business and are not available to the Motor Pool for daily dispatching. Student Affairs vehicles are those that are housed and maintained by Student Affairs and are available for dispatching on a daily or weekly basis for official University business or travel. Student Affairs Vehicle Use information can be obtained at the Student Affairs Transportation office. Motor Fleet vehicles are vehicle rental only and no drivers. Student Affairs can and will provide drivers as part of their rentals.

2. **Scope**

This rule applies to all University departments and activities.

3. **Departments Authorized to Lease/Rent Vehicles**

3.1 NCCU Motor Fleet operations and Student Affairs transportation department may lease/rent State and University-owned vehicles.

4. **State Regulations**

4.1 North Carolina Motor Fleet Management (MFM) regulations state, "State-owned, passenger-carrying vehicles shall be driven only by State employees and used only for official State business. It shall be unlawful for any State employee to use a State-owned vehicle for any private
purpose whatsoever. When an employee is required to use a State-owned vehicle for travel while away from his/her work station, the vehicle may be used for travel to obtain meals and other necessities but not for entertainment or any personal purpose. A State employee may not use a State-owned vehicle for obtaining meals unless he/she is in travel status.” For purposes of this State regulation, any individual paid a salary or wage by the University, including student employees, is considered a State employee.

5. **Authorization**

5.1 All rentals of Motor Fleet State vehicles must be authorized at least 14 days prior to the beginning day of travel by appropriate signature(s) on the Vehicle Request/Invoice Form.

**NOTE**: To be reimbursed at the State rate, a vehicle request form must be submitted, even if a Motor Fleet vehicle is not available on the date of the trip.

6. **Release of State Vehicles**

6.1 Release of Motor Fleet State vehicles to University departments are subject to the following guidelines:

6.1.1 Vehicles will not be released without a properly completed and approved Vehicle Request/Invoice Form.

6.1.2 A copy of a valid driver's license for the vehicle driver must be on file with the NCCU Motor Fleet office prior to the release of any State vehicle.

6.1.3 A CDL "Class B" license is not required for drivers of vans equipped to hold 15 or fewer passengers.

6.1.4 Vehicles may not be issued during adverse weather such as accumulated snow, sleet, or ice on roadways. Vehicles already requested may be canceled or delayed in the event of adverse weather.

6.1.5 Vehicles are assigned on a first-come, first-served basis. All requests will be time stamped upon arrival.

7. **Requesting a NCCU Motor Fleet Vehicle**

7.1 Rental of a vehicle from NCCU Motor Fleet shall be requested by submitting a Vehicle Request/Invoice Form signed by the appropriate department’s head to the NCCU Motor Fleet office.

**NOTE**: Vehicle reservations will not be processed if a Motor Fleet Order Number (MO#), obtained from the travel office is not in place.

8. **Travel Packets**

8.1 Travel packets for vehicles contain the Motor Fleet Management Rules and Regulations Manual, accident reporting forms, insurance information, travel logs, Motor Fleet Management form FM-33 (Justification for Purchase of Commercial Gasoline) and credit cards. The vehicle registration card is in the glove compartment.

9. **Location of NCCU Motor Fleet Vehicles**

9.1 NCCU Motor Fleet vehicles will be parked at the Physical Plant lower lot. During the weekend of home football games, vehicles will be parked at the lower lot of BRITE for pickup and return.
10. Seat Belt Requirements

10.1 All persons traveling in a State vehicle must use available seat belts. This requirement applies to drivers and all passengers (front and back seat). Failure to comply with this requirement may result in the withdrawal of an individual's privilege of using State vehicles.

11. Compliance with Ordinances

11.1 Drivers must obey all local and State ordinances pertaining to the operation of motor vehicles. Failure to comply with ordinances may result in the withdrawal of an individual's privilege of using State vehicles. Any fines imposed for a violation, which was under the control of the driver, is the responsibility of the driver. The Chancellor is notified by the State of any fines issued.

12. Accidents

12.1 If an accident occurs, follow the emergency instructions and insurance information included in the travel packet. In addition, the NCCU Motor Fleet office must be notified. The driver must complete the accident reporting form located in the travel packet and file within 24 hours of the accident unless circumstances dictate otherwise. Accident reports involving state vehicles must be filed with NCCU and Motor Fleet Management in Raleigh.

13. Emergency Information

13.1 In the event a vehicle cannot be driven, the NCCU Motor Fleet office must be contacted by telephone for instructions during the normal working hours. Outside normal working hours, call the emergency Motor Fleet Management number indicated on the vehicle windshield decal.

14. Completion of Travel

14.1 When travel is completed, vehicles must be parked and locked at the Physical Plant lower lot. At this time, the driver should return the packet with the keys to the NCCU Motor Fleet office. Should you return between 5 p.m. and 8 a.m. or on weekends, keys and packets must be dropped off at Campus Police.

15. Rates and Billing

15.1 A mileage rate is charged for each type of vehicle to cover the cost of fuel, tires, and other operational expenses along with a replacement reserve for University owned vehicles. The current rate charged per mile for the use of a Motor Fleet State vehicle can be obtained by calling the NCCU Motor Fleet office.

15.2 Each month, departments will be sent a copy of the motor fleet invoice, which will state the number of miles being billed and the total charges. The original invoice will be submitted to the travel office. The Comptroller’s Office will automatically charge departmental budgets each month for the expense.

15.3 Reimbursements for any emergency purchase or repair from personal cash or credit card will be accomplished by completing a reimbursement request and submitting this with proper receipts to NCCU’s Motor Fleet Office.

16. Driving Vehicles Home

16.1 Vehicles are not permitted to be driven home and kept overnight.

16.2 Vehicles may be driven home only if University business requires an authorized trip by the same vehicle the following work day, the employee’s residence is closer to the destination than the regular work station, and the employee does not have to return to his or her regular work station.
prior to beginning the trip.

16.3 Vehicles may be driven home only if employees need the use of the vehicle after completion of the regular workday to conduct State business on the same day or before his other usual working hours on the next workday.

17. **Other Important Information**

17.1 Smoking and alcoholic beverages are not permitted in any University vehicle.

18. **Driver Requirements**

18.1 Only current employees may operate state vehicles.

18.2 Every driver must possess a valid driver's license.

18.3 There must be no violations or traffic stops related to alcohol or drugs.

18.4 Drivers must not drive a vehicle that is not operating properly.

19. **Vehicle Basic Rules**

19.1 The vans are to be used only for University functions and not for personal activities or errands. No other driver is allowed to operate the vehicle other than those assigned to the van for the date scheduled.

19.2 Drivers and all occupants must wear a seatbelt at all times while the vehicle is in motion.

19.3 No animals or pets may occupy a University van except disability service animals.

19.4 The possession of alcoholic beverages, firearms, or illegal drugs is prohibited inside the van(s).

19.5 Driving, operating, using or occupying a University van by anyone who has consumed or ingested alcohol, any controlled or illegal substance, except prescribed medications, is strictly prohibited.

19.6 Drivers are prohibited from operating a NCCU University vehicle if too tired or ill. Drivers will not operate a vehicle while under the influence of alcohol and/or drugs (including over-the-counter or prescription drugs that may cause drowsiness or that recommend not operating vehicles).

19.7 Attaching a trailer hitch to the van(s) or pulling any type of trailer for any reason is strictly prohibited.

19.8 The use of tobacco in any form is prohibited inside the vehicles.

19.9 The driver must obey all local and state traffic rules, laws and regulations at all times. NCCU will not be responsible for any moving violations, toll citations or parking citations received by the driver.

19.10 Drivers are prohibited from picking up hitchhikers or giving rides to strangers.

19.11 The vehicles will be locked when unoccupied.

19.12 The driver is to ensure that the vehicle’s interior is debris free upon its return.

19.13 The parking brake will be set each time the vehicle is parked.
19.14 Overloading or overcrowding the vehicle(s) is prohibited.

19.15 Unauthorized equipment is not to be added to the vehicles, including removable equipment such as radio equipment, radar detectors, etc. Additionally, unauthorized structural modifications to the vehicles will not be made in any form whatsoever.

19.16 No items may be transported on the roof of the vehicle, including luggage.

19.17 Vehicle equipment (spare tire, jack, road hazard equipment, etc.) that is missing upon the vehicle’s return will be charged to the reserving department.

19.18 No texting while operating a state vehicle.

19.19 Drivers are encouraged not to use cell phones while driving.

20. Accidents

20.1 Requirements following an Accident with a University Vehicle

20.1.1 Have a police report made on the accident. Get the Accident Number and Reporting Officer's name.

20.1.2 Obtain the names of other drivers involved, how they can be reached, and their insurance information.

20.1.3 At the time of the accident, call the University Police office at 919-530-6106 and the sponsoring department.

20.1.4 Share the information on the insurance card, which is located in the pocket of the center console of the van, with the other people involved in the accident. Make sure the insurance card remains in its proper place at all other times.

20.1.5 Write down everything you can remember about the accident, including the names and phone numbers of all the van occupants.

20.1.6 Upon returning to NCCU, deliver all the above information to the University Police and Motor Fleet office as soon as possible.

20.2 Failure to comply with the accident portion of the van policy may result in the reserving employee and/or department losing van privileges.

21. Motor Fleet Responsibilities

21.1 Motor Fleet is responsible for maintaining the vans in safe operating conditions. Mechanical failures requiring emergency repair during the trip will be paid for by Motor Fleet Management. An emergency mechanical failure is any failure that causes the vehicle to be unsafe or impossible to operate. Service of the A/C unit is not considered a mechanical failure.

22. Department Reserving the Vehicle Responsibilities:

22.1 The department reserving the vehicle is responsible for finding drivers who are eligible to drive the van(s).

22.2 Reserving departments should contact the Motor Fleet office to determine if their drivers are on the certified driver list no less than one month in advance of their trip.

22.3 Drivers are also responsible for payment (if required) of any tolls, fines or fees incurred while in possession of the vehicle.
22.4 The new Triangle Expressway that connects the NC 147 and I-40 Interchange to NC 540 near Research Triangle Park and the NC 540 between NC 55 and NC 54 is a toll road. There is a cost to State Government agencies whose vehicles travel the expressway and those costs are billed to the Department of Administration (DOA). DOA will invoice NCCU, which may include administrative fees. Individual departments and/or the employee will be responsible for paying the invoices received from DOA MFM.

22.5 A copy of the payment receipt must be sent back to NCCU motor fleet office.