

Southern Oregon University FMP Vehicle Use Procedures

For the purposes of this document, “vehicle” or “vehicles” refers to state owned cars & trucks. It does not refer to landscape equipment, forklifts, golf carts, etc...

Vehicle Keys

- Vehicle keys are to be left at work at the end of your shift; they are not to be taken home for **any** reason.
- Vehicle gas keys are to be kept with the vehicle keys or secured in the vehicle; they are not to be taken home for any reason.
- Vehicle keys should not be left in an un-attended vehicle; they should be kept with the driver.

Vehicle Usage On-Campus

- Drive slowly and carefully, the campus speed limit in most areas is 10 mph.
- Do not “warm up” state owned vehicles. Anything in excess of a couple of minutes is unnecessary and wasteful.
- State law and campus policy prohibits the use of cell phones while driving. This include our Nextel radios.
- Do not drive on sidewalks, grass, planter beds, etc...**for any reason.**
- Do not park on sidewalks, in front of doorways or on campus paths unless absolutely necessary to complete your work. Utilize existing parking spots or loading zones wherever possible.
- Campus asphalt pathways are to be driven on when necessary only. Even if it takes a few extra minutes to drive around, do not use campus pathways unless necessary for completion of work, especially when students are present.
- “Shortcuts” have popped up in several locations across that are highly inappropriate:
 1. The bollard area between Central & Hannon Library; if you need to go through this area, stop & remove the bollard. **DO NOT** drive onto the grass to avoid the bollard.
 2. The sidewalk between Central & Computer Services is not to be driven on with any vehicle **for any reason.**
 3. The sidewalk that runs from Lot # 29 (Britt parking lot) up between the Bookstore & Britt should not be driven on **for any reason.** These areas can be accessed from University Way if necessary
 4. The sidewalk that runs from Siskiyou Blvd. on the west side of Marion Ady, leading to Churchill should not be driven on **for any reason.** This area can be accessed from the south side of Churchill if necessary.
 5. Stadium St. should not be driven heading west, as it is a one-way street. No campus vehicles shall be driven onto the sidewalk to avoid the spike strips and proceed in the wrong direction. The exception to this rule is the Hyster forklift & electric golf carts.

Vehicle Usage Off-Campus

- State vehicles are to be used for state business only...no drive-thru fast food, etc...
- Be extra careful to obey all speed & traffic safety laws; FMP will not pay a ticket received in a state vehicle.

Accidents/Vehicle Damage

- Accidents or damage to a vehicle needs to be reported to an appropriate supervisor the **same day** that the accident or damage occurs.
- Accidents involving more than one vehicle need to be reported to Security and/or Ashland Police.
- Each vehicle has an accident report form; it is the driver's responsibility to fill this form out and turn in a copy to his/her supervisor and file a copy at the DMV.

Seat Belts

- Seat belts are required to be used at all times on public roads.
- FMP will not pay a ticket that you receive in a state vehicle for failure to use your seatbelt.

I have read this procedures list and understand it fully. I understand that failure to abide by these procedures will result in progressive discipline and/or loss of privileges to drive state owned vehicles.

Signature & Date: _____