Fleet Services
Equipment, Vehicle and Vessel Use Policy
1-29-18

Policy Purpose

○ To ensure consistent, safe, efficient and sustainable use of university controlled mobile/wheeled equipment, vehicles and vessels for all campuses of Kent State University.

Policy Scope

○ All mobile/wheeled equipment, vehicles and vessels operated or controlled by Kent State University both domestically and abroad. Includes, but is not limited to: University owned or leased, gratis, courtesy, rental, for-hire services and loaners.

Definitions

○ **Accident**: Any accident or incident that results in damage to any property or persons

○ **Authorized Driver/Operator**: Refers to a person who has been cleared to operate an EVV by university management

○ **CDL**: Commercial Driver’s License

○ **CMV**: Commercial Motor Vehicle

○ **Designated authority**: Refers to a person or group that designated by Fleet Services to coordinate EVV repair activities for their department or campus. Normally this designation is only given to those departments or campuses that are not in close proximity to the Kent campus

○ **Driver**: Refers to the person(s) controlling/operating/driving an EVV

○ **Driving**: Refers to the control and operation of an EVV

○ **EHS**: Environmental Health and Safety

○ **Equipment**: Refers to a university owned, leased or otherwise controlled self-propelled mobile tangible property used for conducting operations or business (trailers, carts, mowers, sweepers, forklifts, trailers, etc.)

○ **EVV**: Refers to “Equipment, Vehicles and Vessels”

○ **In use**: Refers to an EVV that is performing it’s intended function and is on course between two points or destinations

○ **Item**: Refers to a vehicle, vessel, or the equipment

○ **Keys**: Refers to all devices used to start, open, alarm or secure an EVV

○ **Operator**: Refers to the person(s) controlling/operating/driving an EVV
- **Specialty EVV**: Refers to an EVV that was designed and/or modified for specific purposes and may have different size and/or operational characteristics or requirements than standard EVVs.

- **Occupant**: Refers to any person occupying space in or on an EVV, including the operator.

- **Official University Business**: Refers to duties and assignments given and/or carried out while officially on duty that are in accordance with established procedures, university policies, and the mission of Kent State University.

- **OEM**: Refers to Original Equipment Manufacture.

- **Service Oriented**: Refers to an EVV used by a service department such as University Facilities Management, Dining Services, Mail Services, Parking Services, Fleet Services, etc.

- **Unit**: Refers to a vehicle, vessel, or the equipment.

- **Use**: Refers to the operation and storage of an EVV.

- **Vehicle**: Refers to a university owned, leased or otherwise controlled licensed motor vehicle.

- **Vessel**: Refers to a university owned, leased or otherwise controlled watercraft, boat or vessel.

**Equipment, Vehicle & Vessel Use**

**Accidents/Incidents**

- Please refer to the existing Fleet Services Accident/Incident Reporting Procedures for reporting any accident or incident.

- Any accident involving a CMV is additionally subject to requirements found in the existing HR CDL Policy.

  - **Risk Management** coordinates all EVV accident/incident Insurance claims.
    - Risk Management must authorize all repairs arising from all insurance claims involving university controlled EVVs.
    - Fleet Services (or the designated authority that is responsible for the repair of the EVV) shall coordinate repairs arising from any insurance claim or accident/incident.
    - Departments are responsible for all insurance deductibles.
    - Risk Management may revoke insurance coverage for appropriate reasons.
    - Risk Management may require the managing department purchase a separate insurance policy.

- Departments are responsible for any damages arising out of their use of (or accident with) any university controlled vehicle, including internal rentals/leases.

**Expenses: Acquisition, Operational and Disposal**

- All expenses incurred for operational issues such as fuel, insurance, maintenance, licensing, rentals, damages, etc. will be the responsibility of the department managing the EVV.

- The managing department shall pay all acquisition and disposal expenses.

- All moving violation fines shall be paid for by the operator of the EVV.
Fueling

- Fueling Location: All university EVVs will use the on-campus fueling facility when one is available at the campus location where the EVV is operating.

- While utilizing the on-campus fueling facility the operator must use the proper designated encoding device for the EVV being fueled and enter correct mileage/hour information.
  
  - The fuel dispensed into an EVV must be type designated for the EVV. Off-road fuels should never be used in on-road EVVs.
  
  - While operating away from the EVVs designated campus, the EVV may be fueled in the following manner:
    - Utilizing an Procurement Department authorized Voyager Fuel Card
      - Voyager cards may only be used to fuel the EVV assigned to that card.
    - The employee may pay for the fuel and file for an expense reimbursement as authorized by the department head or dean.
  
  - Dispense fuel in accordance with applicable laws, regulations and procedures within the jurisdiction where the EVV is being fueled.
  
  - Departments operating Rental EVVs should contact Fleet Services to arrange the utilization of the on-campus fueling facility, otherwise acquire fuel using the methods outline above.

- Filling of gas cans and other portable equipment;
  
  - Fuel cans and portable equipment must be fueled while sitting on the ground or properly grounded to a vehicle chassis to prevent the discharge of static electricity.

General

- All applicable EVV and operator laws and regulations within the jurisdiction where the EVV is operating must be followed.

- Smoking is prohibited in or on University controlled EVVs.

- If seat belts are provided by the EVV manufacturer, they must be used at all times by both operators and passengers while in or on an EVV.

- Manufacturer’s recommendation for the number of passengers, payloads, load centering, towing capacity, etc must be adhered to protect personnel, property and the public.

- EVVs shall be operated in accordance with manufactures specifications/requirements.

- Passengers may not ride in or on any part of an EVV; unless the manufacture of the EVV has designed the units to safety accommodate a passenger in the area they are occupying.

- Occupants of an EVV shall not consume, possess, use or transport weapons, alcohol or illegal substances while in or on any KSU controlled EVV.
  
  - Exceptions;
    - A public safety officer in performance of their official duties may possess, and/or transport weapons, alcohol or illegal substances.
    - Designated Dining Services employees in the performance of their official catering duties may possess for transportation only, alcoholic beverages.
    - Designated University Facility Management Receiving and Distribution employees in the performance of their official duties may possess for transportation only, alcoholic beverages for disposal.

- Only approved decals, labeling, signs, wraps etc. approved through Fleet Services may be displayed in or on EVVs.

- The use of cell phones, hand held electronic devices and headphones are prohibited while operating university controlled EVVs.
Trailers used on public roadways must be licensed through Fleet Services.

All road vehicles and trailers owned by Kent State University shall have “State of Ohio” gratis plates.

- All License plates are applied for, and acquired through, Fleet Services.

Maintenance and Repairs

- All EVVs shall be properly maintained and kept in safe, proper and respectful manner. This includes the interior, exterior and all mechanical/electrical systems.

University Owned EVVs;

- Kent Campus;
  - All EVV maintenance, repairs, alterations, inspections, licensing, compliance and reporting must be performed or coordinated by Fleet Services.

- Other Kent State University Campuses;
  - Departments on campuses not in close proximity to the Kent Campus may choose to have maintenance, repairs and inspections done locally.
  - All EVVs shall be on an established maintenance/inspection schedule.
  - All licensing, compliance and reporting shall be performed through Fleet Services.
  - Routine maintenance, repairs and inspections must be logged and made available to Fleet Services.
    - If the EVV is not normally maintained by Fleet Services, an annual safety inspection must be obtained to ensure EVV and personnel safety.
      - A copy of the safety inspection shall be submitted to Fleet Services upon receipt.

Vendor Rentals, Loaners and Employee Owned EVVs;

- These EVVs shall be maintained by the EVV owner or owner designated provider.

Leased, Gratis and Courtesy EVVs;

- These EVVs shall be maintained in accordance to the written agreement between the EVV owner and Kent State University. If the EVV is to be maintained by the university, the guidelines established under “University Owned EVVs” shall apply.
- Routine maintenance, repairs and inspections must be logged and made available to Fleet Services. Fleet Services may require inspections to be performed to ensure EVV and personnel safety.

It is the managing departments responsibilities;

- Keep all scheduled appointments for EVV repair and maintenance
- Perform frequent “walk around inspections” including fluid and lighting checks. Report any possible defects, issues, damage, etc. to Fleet Services (or the designated authority that is responsible for the repair of the EVV).
- Reporting of Mileage or Hours;
  - If an EVV is stationed at the Kent campus and the mileage or hours are not routinely recorded at the on-campus fueling facility, the mileage or hours must be submitted to Fleet Services on a monthly basis at minimum.
  - If an EVV has auxiliary equipment (such as a generator) with an hour meter, the hours must be submitted to Fleet Services on a monthly basis at minimum.

All alterations to university controlled EVVs must be approved or coordinated through Fleet Services.

Breakdowns

- Vehicle: Move vehicle and personnel to a safe and secure location and activate hazard-warning lights. If located on a public roadway alert local law enforcement.
- All EVVs: Contact the Fleet Services (or the designated authority that is responsible for the repair of the EVV) to coordinate the appropriate response to the situation.
  - All towing shall be coordinated through Fleet Services.
Operator Minimum Qualifications

- Vehicle-use operator qualifications can be found in the existing Licensed Motor Vehicle Safety Policy.
- Must be authorized by the head of the department managing the EVV.
- Must be an authorized Kent State University faculty, staff or student employee acting in an official capacity for the university, at least 18 years old and have a valid driver's license issued within the United States (or within the country in which the EVV will be operated).
  - Must be authorized by the head of the department managing the EVV.
  - Vendors acting on behalf and with the approval of Kent State University Fleet Services may operate university EVVs for the purpose of repair.
  - Authorized registered students who are participating in an official university program on behalf of a registered student organization.
- Must agree to all conditions set forth in this document and its referenced documents.
- Adhere to all pertinent laws and regulations pertaining to the EVV and/or operator within the jurisdictions the EVV is operating.
- Must successfully complete all required operators training.
- Must adhere to, and be responsible for, the safe operation according to KSU policies and manufacturer's operational guidelines of the EVV being operated.
- For CDL requirements please refer to the existing University CDL Policy.

Parking or Storage of EVVs

- All campus parking shall be in accordance with University, Parking Services and managing department policies.
- All off campus parking shall be in accordance with all laws and regulations within jurisdictions of the parking area and the policies of the managing department.
- Storage of EVVs shall be in accordance with all laws and regulations within jurisdictions of storage facility/area, the storage agreement and the policies of the managing department.
- It is the operator and the managing department's responsibility to park or store the EVV in such a manner as to provide proper security and safety of the EVV and other Kent State University property.
- All costs associated with parking and storage is the responsibility of the managing department.

Passenger Minimum Qualifications

- Vehicle passenger qualifications can be found in the existing Licensed Motor Vehicle Safety Policy.
- Must be an authorized Kent State University faculty, staff, student or guest of Kent State University on or participating in official university related business.
- Must be age 18 or above
  - Exceptions
    - Transported by Public Safety Forces for official business
    - As directed by the Vice President, Finance & Administration
- Must agree to all conditions set forth in this document.
Permitted Use of University Controlled EVVs

- University controlled EVVs must be operated in accordance to all laws and regulations within jurisdictions the EVV is located and by authorized persons for official university business only and under the guidance of the department managing the EVV.
  - Such use shall only be within the operation parameters of the EVV.
  - EVV operators are responsible for the payment of all fines due to any violation.

- University owned or leased EVVs provided to individual employees as part of their contract or compensation package may be used for personal business when the employee contributes a proportionate cost of the EVV. Please refer to University Policy 3342-5-12.5 and 3342-5-12.501 for more details.

- The use of a privately owned vehicle used for university business shall be permitted as authorized by the department head or dean. The employee must meet all motor vehicle liability insurance requirements and financial responsibility laws of the State of Ohio (or applicable jurisdictional entity) for the privately owned vehicle being used. Please refer to University Policy 3342-7-02.8 for more details.

Radio, Alarm & Communications Services

- These services must be authorized by the department head or dean.

- The department is responsible for the coordination of the service and payment.
  - Fleet Services (or the designated authority that is responsible for the repair of the EVV) shall be advised of the service, its implementation and all pertinent information.

Required Equipment

- All cargo vans must have a passenger/cargo partition installed.

- All road vehicles must be ordered with daytime running lamps (if available).

- Lights shall be installed and operated on all equipment and vessels that operate at or after dusk.

- All service oriented road and utility vehicles shall have an operational backup alarm installed.

- All self-powered mobile equipment that normally travels slower than 25 mph on or alongside any public roadway must have a visible Slow Moving Vehicle sign or decal installed.

- Strobe lights and horns shall be installed on all utility vehicles, carts and other equipment as designated by a department and/or Fleet Services (except for carts utilized for use on the golf course only).

Safety

- Vehicle safety requirements can be found in the existing Licensed Motor Vehicle Safety Policy.

- Operators of equipment and vessels must adhere to and be responsible for the safe operation according to Kent State University policies, pertinent laws and regulations and the manufacturer’s operational guidelines of the EVV being operated. Includes, but not limited to:
  - Allowing only the recommended number of passengers on or in equipment or vessel.
  - Ensuring all occupants are wearing required protective equipment. Including, but not limited to:
    - Seat belts, flotation devices, hearing and eye protection, etc.
  - Ensuring the equipment or vessel is outfitted and operational with all required safety equipment based on operational requirements and conditions. Including, but not limited to:
    - Foldable mower rollover protection shall be used at all times except where overhanging branches or other obstacles create additional hazards to the operator. While rollover protection is used, seat belts must be worn at all times.
• Mower discharge chutes must be kept in the lower or protective position while the cutting deck is operational.
• All service oriented EVVs shall have an operational backup alarm.
• All self-powered mobile equipment that normally travels slower than 25 mph on or alongside any public roadway must have a visible Slow Moving Vehicle sign or decal.
• Vessels: Personal floatation devices, extinguishers, lights, signaling devices, etc.
• Lights shall be operational and used on all equipment and vessels that operate at or after dusk.
• Strobes shall be in operation at all times the equipment is in operation, where installed.
  • Routine walk around inspections shall be performed to evaluate the ability for the equipment or vessel to perform its intended functions safely.

  o Reversing direction in an EVV is critical time for observing traffic of any kind. Care shall always be taken to look behind the EVV for any obstacles. Depending on the type of EVV, it is advisable to seek assistance while backing up.

  o Vehicles equipped with manual passenger airbag disable switches must leave the passenger airbag enabled unless disabling the airbag has been approved through Fleet Services and National Highway Traffic Safety Administration.

  o EVVs should only travel on approved roadways or paths.
    • Extreme care and diligence should be taken to provide all pedestrians the right away when operating on roadways and pathways.
    • Only designated turf equipment shall operate on grass areas.

Security Issues

  o All EVVs must be secured while not in operation.

  o Keys are never to be left in an EVV that is not in operation.

  o Keys are to be stored in a secure location.

  o Key duplication must be authorized and coordinated through Fleet Services (or the designated authority that is responsible for the repair of the EVV).

  o EVVs shall be parked in a designated parking area while on or away from campus.

Sustainability Issues

  o Engine Idling

    • Applicable laws and regulations
      ▪ It is the operator's responsibility to know and abide by any, and all, idling laws/regulations in the jurisdiction in which the EVV is operating.
        o The laws and regulations within which the EVV is operating may supersede engine idling policy and exceptions listed in this section
      ▪ Any fines that are incurred due to the failure of adhering to applicable laws or regulations shall be the operator’s responsibility.
    • Engines shall not be left running when the EVV is stationary and not in use.

    Exceptions
      o If an EVV has been outdoors, unsheltered and shut-down for more than two hours and the temperature is <32 degrees or >90 degrees Fahrenheit, the EVV may be idled for no more than 10 minutes to aid in defooging/deicing the windshield or cool the interior space. All applicable safety precautions must be taken to safely secure and monitor the EVV during this time.
      o EVVs that may be required to power auxiliary equipment. When this happens, these EVVs will permitted to idle for only the time required to
power the auxiliary systems and must be kept to a minimum with a maximum of 10 minutes. These EVVs must have prior authorization by Fleet Services.

- Public Safety Forces in accordance with their official duties and must be kept to a minimum.
- While performing EVV maintenance, repair and diagnostics. These operations must be kept to a minimum.
- Under extreme weather conditions or any other time where the health and safety of university employees or the general public may be jeopardized.
- EVV auxiliary engines (i.e.: generators, pony motors) that must be run to supply power or space conditioning while not connected to shore power. All efforts shall be taken to limit running times and to connect the EVV to shore power.

- Idle Limiters: Some EVVs come equipped with this technology and shall be programmed in accordance with this policy. This technology may be required by the university and/or applicable law or regulation.

- Maintenance and Repairs
  - Routine EVV preventative maintenance must be performed according to this policy.
  - Repair needs shall be reported promptly to reduce leakage and inefficiencies.

- Route & Job Planning: Proper planning of your route and job requirements/tools/supplies are instrumental in reducing fuel consumption, emissions and EVV wear due to additional travel and return trips.

- Tire Pressures: Keep tires inflated to recommended levels to reduce fuel consumption and tire wear.

- Driving Techniques: Driving techniques such as sudden/hard braking and aggressive acceleration can adversely affect fuel consumption and emissions. Operators shall operate all EVVs in a safe and efficient manner.

Training

- Kent State University departments manage and/or operate a wide variety of EVVs during their normal daily activities. It is important to provide appropriate training, follow all safety precautions and provide adequate maintenance to protect personnel, property and the public.
  - It is the managing department’s responsibility to insure that all EVV operators in their respective department are provided appropriate training for EVV operation.
  - All employees must be properly trained before operating an EVV.
  - For vehicle training, please refer to the existing Licensed Motor Vehicle Safety Policy.
  - Certain EVVs require special training and/or certification to operate;
    - Aerial Lifts, Self-Contained
      - Training coordinated through EHS.
    - Aerial Lifts, Vehicle Mounted
      - Training provide by department as overseen by EHS.
    - Fork Lifts
      - Training coordinated through EHS

Documentation and Compliance

- Fleet Services coordinates titling, registration, certificate of origins, licenses, emission testing, Federal and State fleet reporting for all EVVs at all Kent State University campuses.

Rentals

- All vehicle rental acquisitions must be arranged and paid for per established Procurement Department procedures.
Responsibilities

Departments Using EVVs
- Adherence and enforcement of this policy and referenced policies
- Authorization and assignment of EVVs and training of operators
- Coordination of services with other responsible departments
- EVV related expenses

Environmental Health and Safety
- Training coordination

Fleet Services
- Acquisitions
- Accident/Incident Reporting (in coordination with Risk Management)
- Policy administration
- Decal, sign, wrap, label approval
- Documentation, compliance and records
- Key coordination
- Maintenance, repairs and inspections
- Kent campus fueling system

Operators and Occupants
- Adherence to this policy and referenced policies

Procurement
- Voyager Cards
- Normal vehicle rental acquisitions

Risk Management
- Insurance claims and coverage’s

Policy Administration
- Fleet Services Superintendent