



State Vehicle Management

No. 5500

Policy Effective Date:
7/1/2005

Last Revision Date:
7/20/2016

Policy Owner:
Sherwood Wilson

Policy Author:
(Contact Person)
Kayla Smith

Affected Parties:
Undergraduate
Graduate
Faculty
Staff

1.0 Purpose
2.0 Policy
3.0 Procedures
4.0 Definitions
5.0 References
6.0 Approval and Revisions

1.0 Purpose

This policy establishes responsibilities and procedures to ensure proper operation, purchasing, disposal, inventory, and maintenance of all state vehicles.

2.0 Policy

The Fleet Services Department oversees the university vehicle fleet for approval of vehicle purchases. Additionally, the Fleet Services Department will assist other departments with vehicle maintenance and vehicle records management. This policy will address the proper methods of determining whether a state vehicle is needed, the process to purchase a state vehicle, the proper use of a state vehicle, maintenance procedures, the requirements of the state vehicle operator, the requirements for inventorying and tracking state vehicles, and how to dispose of the state vehicle.

3.0 Procedures

3.1 Cost- Benefit Analysis

Before purchasing a vehicle, the department head is responsible for conducting an analysis of the cost and benefits of the purchase to include the options of a new or used vehicle, long-term rental from Fleet Services, or payment of personal reimbursement for employees using a personal vehicle (if practical). The Manager of Fleet Services is available to assist departments in this analysis.

3.2 Vehicle Purchasing and Acquisitions

An [FS-1 form](#) is required to purchase a vehicle. This form is located on the Fleet Services web page at www.fs.vt.edu. Departments are responsible for keeping all records relating to the justification for vehicle purchases. The Manager of Fleet Services is available to assist departments in the purchasing process. Fleet Services will obtain licenses and registrations for all vehicles. All vehicles must be registered to and titled to the university, and all vehicle titles shall be maintained by Fleet Services.

All purchasing and leasing of vehicles must be coordinated through the Fleet Services Department. Vehicles should not be replaced until they are 10 years old or have acquired 100,000 miles. Replacement will also be considered when written estimates for repairs equal 50% of the retail value of the vehicle. The retail value can be determined by using Kelly Blue Book quotes at www.kbb.com. Requests for exceptions to the vehicle purchasing procedures must be made to the Manager of Fleet Services in writing (see standard exceptions below).



Virginia Polytechnic Institute and State University

Departments requesting replacement vehicles that will routinely travel less than 5,000 miles annually should consider requesting used vehicles or leasing vehicles from Fleet Services. Departments may also approach Fleet Services about purchasing their used trucks and cargo vans at a discount.

Standard exceptions to the requirements are:

- a. Ambulances may be replaced at 50,000 miles or 10 years due to extreme operating conditions and safety issues.
- b. Police patrol vehicles may be replaced at 80,000 miles or 10 years due to maintenance expenses, safety considerations, and resale value.

If the vehicle is being purchased to replace an existing vehicle, the existing vehicle must be disposed of in accordance with the surplus property procedures included in university Policy 3955: Reporting Surplus Property (<http://www.policies.vt.edu/3955.pdf>).

Departments are responsible for notifying Fleet Services and the Fixed Assets and Equipment Inventory Services section of the Controller's Office of any vehicle acquired through any and all acquisition methods (even when payment is not required) including, but not limited to, vehicles acquired by donations, vehicles acquired through state or federal surplus or excess property procedures, or vehicles acquired under sponsored projects or similar contractual processes.

3.3 Vehicle Abuse

Department heads are responsible for ensuring all faculty, staff, and students who operate state vehicles have read and signed an FS-2 form (Proper Use of State Vehicles) or an FS-2CDL form (Proper Use of State Vehicles – Users with a Commercial Driver's License), both available at www.fs.vt.edu, in order to minimize chances of abuse of state vehicles. Below is a summary of appropriate uses:

- State vehicles are to be used for official university business only.
- Using a state vehicle for commuting between an employee's home and office is prohibited unless a specific exemption is granted by the Vice President for Administration for those employees required to respond to job-related emergencies and commuting is the only cost-effective or practical alternative.
- Using a state vehicle for transportation for personal business or pleasure is prohibited.
- Individuals driving state vehicles are authorized to use such vehicles to obtain meals and other necessities for travel when traveling on official university business.
- Only individuals on official university business are allowed to ride in state vehicles. Individuals not employed by the state may accompany state employees operating state vehicles when they are needed to support the purpose of the trip (i.e. official university business). Non-state employees on university business could include students, volunteers, vendors, spouses, or official university visitors.
- State employees need to use a non-state vehicle when joined by a non-state employee who is not involved with university business. The reimbursement rate for mileage may differ based upon the availability of a state vehicle. Mileage reimbursement and other automobile related travel procedures are located on the Controller's Office web page at <http://www.controller.vt.edu/> under the "Travel" heading. If there are questions or concerns about the presence of the non-state employees in the state vehicle contact the Manager of Fleet Services.
- Operators must observe all traffic laws applying to the area in which the vehicle is being operated.



Virginia Polytechnic Institute and State University

- Taking state vehicles home is prohibited. However, if an individual is using a Fleet Services daily rental vehicle and is leaving on a trip before Fleet Services opens or is returning after normal business hours, then taking state vehicles home is allowed.
- Smoking in a state vehicle is prohibited.
- Accidents or damage to state vehicles shall be reported as required under the Risk Management procedures at <http://risk.controller.vt.edu/vi/vehicles.html>.
- Cell phones, blackberries, smartphones, or other electronic devices must be operated via a hands-free device. Any other use such as text messaging or emailing is prohibited while the vehicle is in drive and/or in motion. Use of two-way radios and related mission-essential equipment for emergency response vehicles will be governed by departmental operating procedures.
- In accordance with university Policy 4061: Drug, Alcohol and Medical Testing Guidelines for Commercial Driver's License Holders and Other Identified Positions (<http://www.policies.vt.edu/4061.pdf>), individuals using a Commercial Driver's License (CDL) in conjunction with operating a state vehicle will need to provide a valid DOT medical certification to their supervisor, will be subject to certain drug and alcohol testing, and must complete the proper FS-2CDL form, found at www.fs.vt.edu.

Request for exceptions to the rules regarding appropriate use of state vehicles must be made in writing from the department head to the Manager of Fleet Services including a justification. Abuse of state vehicles should be reported to the Manager of Fleet Services or Internal Audit. Information should include license number, date, time and location of the offense.

3.4 Vehicle Maintenance

Department heads are responsible for ensuring all state vehicles that are owned or leased by their department are maintained on a routine basis. At a minimum, this preventative maintenance (PM) program should comply with the manufacturer's guidelines found in the vehicle owner's manual and annual state inspection requirements. State vehicles can be serviced by Fleet Services, internal resources (if they exist) or by private maintenance facilities at the discretion of the department. A vehicle maintenance log must be kept on all state vehicles by the department unless the state vehicle is maintained by the Fleet Services Department. The log should include at a minimum the following information: date of service, vehicle odometer reading at time of service, description of service, company providing the service, the cost of the service, and any other relevant information to fully document the maintenance service provided.

All fuel and maintenance purchased outside of Fleet Services must be reported by May 31st of each year. The current odometer reading must also be reported by May 31st of each year. This information can be entered at <https://www.fs.vt.edu/vehicle/vehicles.asp> - each vehicle must be entered by license number. For assistance, call Fleet Services at (540) 231-6141.

3.5 Authorized Vehicle Operators

All Virginia Tech employees and students who operate a state vehicle must possess a valid driver's license. Individuals operating a state vehicle that requires a Commercial Driver's License must provide a valid DOT Medical Certification to their supervisor. Vehicle operators are required to notify their department head immediately of any adverse change to the status of their driver's license (e.g. revocation, suspension, restriction) and cease operating state vehicles until the matter is resolved. Department heads must keep on file a copy of a signed FS-2 or FS-2CDL



form for every operator of a state vehicle (both employees and students), which indicates their acknowledgement of possessing a valid driver's license and the proper use of state vehicles. The FS-2 or FS-2CDL form is, at a minimum, a one-time requirement that must be kept on file while the individual is in the department and may operate a state vehicle, including Fleet Services vehicles. The FS-2 and FS2-CDL forms are located on the Fleet Services web page at www.fs.vt.edu.

3.6 Minimum Annual Mileage and Vehicle Disposal

Departments must demonstrate a need for their state vehicles by achieving a minimum number of miles annually or risk having to dispose of the vehicle.

Minimum Mileage Requirement:

- a. Passenger vehicles need to travel a minimum of 10,000 miles annually.
- b. Non-passenger vehicles need to travel a minimum of 1,000 miles annually.

Departments can request an exception to this requirement by providing a written justification to the Manager of Fleet Services explaining the lower annual miles. If the justification is denied then the vehicle must be disposed of in accordance with the surplus property procedures or via transfer as described in Section 3.7, below. Surplus forms and instructions can be found on the Purchasing Web page at <http://www.procurement.vt.edu/Surplus/surplus.html>. For more information see university Policy 3955: Reporting Surplus Property (<http://www.policies.vt.edu/3955.pdf>).

Surplus property procedures must also be followed for the disposal of any state vehicle due to any other reason including, but not limited to, a replacement vehicle has been purchased or because costs of repairing or maintaining a vehicle exceed the benefit (more than fifty percent of the retail value of the vehicle) of such repairs or maintenance.

3.7 Vehicle Transfer

If a department transfers a state vehicle to another department, an Inventory Update for Fixed Assets Accounting form http://www.controller.vt.edu/content/dam/controller_vt_edu/forms/fixeddassets/inventory_update_form.pdf must be filled out and sent to the Controller's Office. A copy of the form must also be sent to Fleet Services. The form needs to include the department's Banner fund number. This number will be used to charge fuel and maintenance to the receiving department. The inventory form can be found on the Controller's Web page at <http://www.controller.vt.edu/>. More information related to the transfer of vehicles and other equipment can be found in university Policies 3950: Fixed Asset Accounting (<http://www.policies.vt.edu/3950.pdf>) and 3951: Transfer of Equipment from the University to Other Domestic Institutions (<http://www.policies.vt.edu/3951>).

3.8 Vehicle Inventory and Assignment

All state vehicles should be recorded and tracked in a separate system maintained by Fleet Services. Such system should include, at a minimum, the department or individual assigned to each vehicle and the specific identification information (make, model, vehicle identification number, license plate number, etc.) necessary to uniquely identify each vehicle. Departments with state vehicles are responsible for notifying Fleet Services of any changes in assignment of vehicles. As required by university Policy 3950: Fixed Assets Accounting (<http://www.policies.vt.edu/3950.pdf>), Fleet Services is responsible for reconciling their separate system to the university's fixed assets system annually. In addition, Fleet Services and all other departments with state vehicles



Virginia Polytechnic Institute and State University

are responsible for tracking and accounting for such vehicles and assisting the Fixed Assets and Equipment Inventory Services section of the Controller's Office with periodic inventories of such vehicles.

Fleet Services should ensure that all vehicle disposals are properly recorded in the Department of Motor Vehicles STARS system, and that Fleet Services will work with the DMV to develop procedures to enable an annual reconciliation to the STARS system.

4.0 Definitions

A state vehicle is any vehicle owned by Virginia Tech. All such vehicles must be registered and titled to Virginia Tech and should have the appropriate state license plate indicating such vehicle is owned by a state agency of the Commonwealth of Virginia.

5.0 References

Virginia Department of General Services / Office of Fleet Management Services, Policies and Procedures Manual
<http://www.dgs.virginia.gov/OfficeofFleetManagementServices/tabid/173/Default.aspx>

Virginia Tech Policy 3955: Reporting Surplus Property
<http://www.policies.vt.edu/3955.pdf>

Virginia Tech Policy 3950: Fixed Asset Accounting
<http://www.policies.vt.edu/3950.pdf>

Virginia Tech Policy 3951: Transfer of Equipment from the University to Other Domestic Institutions
<http://www.policies.vt.edu/3951.pdf>

Virginia Tech Policy 4061: Drug, Alcohol and Medical Testing Guidelines for Commercial Driver's License Holders and Other Identified Positions
<http://www.policies.vt.edu/4061.pdf>

6.0 Approval and Revisions

Approved July 1, 2005, by Vice President for Business Affairs, Kurt J. Krause.

- Revision 1
April 1, 2008: Updates to position titles and/or responsibilities due to university reorganization.
- Revision 2
Updates to paragraph 3.4 regarding a new annual report requirement and to paragraph 3.5 clarifying type of driver's license.

Approved December 13, 2010 by Vice President for Administrative Services, Sherwood G. Wilson.



Virginia Polytechnic Institute and State University

- Revision 3

Updates to:

- section 3.3 regarding new FS-2CDL form and requirements of Policy 4061,
- section 3.4 regarding vehicle maintenance requirements,
- section 3.5 for requirements regarding Commercial Driver's License holders, and
- various links embedded within the document.

Approved June 22, 2015 by Vice President for Administration, Sherwood G. Wilson.

- Revision 4

Updates to section 3.5 clarifying type of driver's license required to operate a state vehicle.

Approved July 20, 2016 by Vice President for Administration, Sherwood G. Wilson.