



# University of Pittsburgh at Titusville

## UPT POLICY ON THE USE OF CAMPUS VEHICLES

(Revised October 26, 2009)

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### Reference

(a) *University of Pittsburgh Policy Manual*

### **1. The following rules apply in all circumstances:**

**1.1 All campus vehicles or vehicles rented with University funds may be used for University business only.**

**1.2 No smoking is permitted in any University vehicle or vehicle rented by the University.**

### **2. General Information and Restrictions on Vehicle Use**

2.1 UPT has the following vehicles available for travel on University business:

- 2005 Chevrolet Malibu
- Two 12-passenger Ford vans

2.2 Dispatch of the Malibu is controlled by the Purchasing Department in the Office of Business Affairs. Dispatch of the vans is controlled by the Office of Student Affairs. Use of both the campus car and the vans must be reserved in advance. The user must sign a log sheet stating the purpose, destination, and length of the trip. Keys and parking permits must be picked up in person from the Dispatcher during normal working hours but may be returned after hours to campus police.

2.3 The most frequent use of the campus car is for day trips, and occasionally overnight trips, to Pittsburgh or the other regional campuses. To ensure maximum availability, there is a limitation on the length of time the campus car can be used on a single trip.

2.4 No more than *three overnights away* from campus are permitted. (When the car is picked up at the end of the workday so the driver can leave very early the next morning, that does not count as a night away).

2.5 The three-nights-away limitation for the car may be exceeded if one or more of the nights is Friday, Saturday, or Sunday. After Sunday use, the car must be returned by 8:30 AM Monday morning.

2.6 For vans, overnight trips are generally prohibited, except that vans may be used by the Office of Athletics without limitations for conference events in varsity sports.

### **3. Use of Personal Vehicles or Rental Cars**

3.1 If the campus car is in use, and another car (or cars) is required, and/or the limitations on the time the campus car may be used are going to be exceeded, the traveler should exercise one of the two following options:

3.1.1 Use a personal vehicle and request reimbursement of mileage on a Travel and Business Expense Request form. This form must be approved (signed) by the traveler's Department Head (Vice President for Academic Affairs for faculty), and all reimbursed costs will be charged to the traveler's department.

3.1.2 Use a rental car (with the approval of the appropriate department head — Vice President for Academic Affairs for faculty). The Dispatcher in the Business Office should be contacted to set up the rental and will serve as the single point of contact with the rental agency. The campus will use Enterprise Rent-a-Car, which has special pricing for the University and will both deliver and pick up vehicles.

3.2 Information on rates and types of cars available can be obtained from the Dispatcher. Travelers should contact the Dispatcher as far in advance of the trip as is feasible. Requests made fewer than three days prior to the trip may not be possible to fulfill. A requisition should be submitted in the routine way for car rental.

3.3 Car rental collision and liability insurance for domestic travel (including deductibles) are covered by general University funds. Additional charges through a car rental agency are *not reimbursable for domestic travel* as these costs are duplicative of the University's collision and liability insurance coverage. Any additional insurance should be *declined*. Full information on insurance may be found in reference (a) *Policy 05-07-01, "Travel and Business Expenses,"* page 10, or on-line at:

<http://www.pitt.edu/HOME/PP/policies/05/05-07-01.html>

3.4 See the section "Commercial Vehicle Rental." This policy also contains complete information on University travel regulations.

3.5 Gas for rented cars should be purchased with a University gasoline credit card, available from the Dispatcher.

3.6 For routine travel, both the cost of the gas and the cost of the car rental will be charged to the Maintenance budget, not the user's department.

3.7 For extensive travel (*e.g.*, to a distant conference), the budget of the user's department will be charged for both the rental and gas if the car is the primary means of transportation (*e.g.*, driving to Chicago for a workshop). If, however, the car is only being used to transport the traveler to and from the primary means (*e.g.*, driving to the Pittsburgh airport to fly to a conference), the Maintenance budget will cover the cost of the gas, the cost of the rental, and any reasonable parking fees (but see the limitation in ¶6.2 below).

3.8 Rentals for additional vans or special vehicles (such as buses) should be made through the Office of Student Affairs. All such rentals will be charged to the budget of the requesting department.

#### **4. Vehicle Scheduling**

4.1 Any user of a campus vehicle must check with the Dispatcher in the Business Office (car) or the Office of Student Affairs (vans) to see when the next user has reserved the vehicle. It must be returned in a timely fashion so it will be available when needed.

4.2 Routine maintenance on the car and vans will be scheduled in advance, and the Dispatchers will be aware of these days. Either personal vehicles or rental cars must be used at such times.

4.3 It is expected that a schedule of vehicles will soon be available on the campus' web site so travelers can check availability on-line.

#### **5. Authorized Drivers**

5.1 Only a faculty or staff member may drive the University car or a car rented for University business; students may not.

5.2 Only drivers on the "approved" list maintained by the Office of Student Affairs may drive a van.

5.3 To drive a University vehicle (or rental vehicle) seating eight or more passengers, a driver must be at least 25 years old and have had a valid driver's license for four years. This restriction applies to faculty and staff as well as to students.

5.3 A University vehicle (or rental vehicles) that seats up to seven passengers may be driven by someone who is at least 21 years old and has had a valid driver's license for

two years. Note that, as stated in ¶5.1 above, UPT campus policy does not allow students to drive campus cars or rental cars.

## **6. Special Rules**

6.1 For trips longer than 250 miles:

6.1.1 Two drivers are required

6.1.2 Vehicles are limited to ten hours on the road per day

6.1.3 Drivers must change every three hours

6.1.4 Driving is prohibited between 11 PM and 6 AM

6.2 The campus car may not be left parked in an airport parking lot or garage while the traveler attends an event. A rental car or personal car should be used instead for such situations.

6.3 When a rental car is used, the campus will pay rental charges and parking fees for no more than three (3) overnights in a parking lot or garage. It will be the responsibility of the traveler to cover the car rental costs (and parking fees) for any additional overnight parking.

6.4 During the recruiting season, rather than using the campus car, the Admissions Office should either rent vehicles as needed or reimburse recruiters for using their personal vehicles.

6.5 Reimbursement for personal vehicle use for recruiting will be charged to the Admissions Office.

6.6 The rental charges and the cost of gasoline used in rental cars for recruiting will be charged to the Maintenance budget.

## **7. Exceptions**

7.1 Exceptions to this policy will be decided on a case-by-case basis by the Vice President for Business Affairs (for the car) or the Executive Director of Student Affairs (for the vans).

7.2 The campus President may waive any of these strictures at his discretion.