



CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE

2012-2013

**Campus
Transportation
Procedures**

*Updated
August 13, 2012*

Chattahoochee Valley Community College

Campus Vehicle Fleet Management and Maintenance Procedures

SCHEDULING AND RESERVING CAMPUS VEHICLES

Vehicle assignments are a function of Student Services. The transportation dispatcher (Chief of Security) manages and maintains all campus vehicles.

Employees are to use CVCC state vehicles in official business and student travel when available. Campus procedures to reserve and pick up vehicles are:

- Call the dispatcher (Chief of Security) at 334-291-4950 or submit the request by email to keith.manuel@cv.edu.
- Requester must provide the date and time of the pick-up, the destination, and the return time.
- The dispatcher will check the availability of campus vehicles, using the *State Car Reservation Calendar* located in the public folders of Microsoft Outlook.
- The requester will receive confirmation on whether a campus vehicle is available through an email from the dispatcher.
- Employees are to complete a request to travel form (ex: in-state, out-of-state, or student travel) and attach the vehicle confirmation email. Travel request forms are located in the “form box” in the Wallace Hall Work Room.
- If no state vehicle is available, the confirmation email from the Security Chief is documentation to support paying employee private car mileage after receiving administrative approval. If no vehicle is available, print on the travel request form, “No State Car Available” and calculate current car mileage budget for trip and forward to administration for travel approval.
- If the determination has been made that campus vehicles are available, the dispatcher will enter the requester’s name in a color coded box assigned to a specific campus vehicle on the *State Car Reservation Calendar*. **Note:** Each vehicle has an assigned color code; they are listed below:
 - ◆ Blue – Car 1
 - ◆ Orange – Car 2 (Short distances)
 - ◆ Red – Car 3
 - ◆ Green – Car 4

- ◆ Purple – Vans
 - ◆ Yellow – Buses
 - ◆ White – Car 5
- On the scheduled day of picking up a campus vehicle, employees should report to the Security Office. The employee must sign the log sheet for the assigned vehicle. Keys will be issued along with a fleet management fuel card, insurance card, and contact numbers for assistance.

Note: The State Car Reservation Calendar can be viewed by the faculty and staff. However, only the dispatcher can enter or change data.

USE OF CAMPUS VEHICLES

Travel in assigned State vehicles requires that the CVCC employee or contracted bus driver to whom the vehicle is assigned drive the State vehicle. CVCC employees or contracted bus drivers driving state vehicles must possess valid drivers' licenses. Non-employees may ride only as passengers in the vehicle. CVCC employees or contracted bus drivers must have read and signed a disclosure and release form prior to operating a State-owned vehicle. All signed release forms are maintained in the Human Resources Office.

All campus bus drivers must have: (1) a valid commercial driver license (CDL) with proper passenger class qualification, (2) a clean drug screen record and a satisfactory criminal background investigation, and (3) a clean driving accident record and medical clearance to drive passenger vehicles.

MAINTENANCE OF STATE VEHICLES

Regular maintenance of the CVCC vehicle fleet is to be administered and documented by the Security Chief. After using vehicles, employees should notify the Security Chief of any problems with CVCC vehicles so they can be checked and repaired. While on the road, if a driver experiences any problems with CVCC vehicles, to obtain help and guidance please contact in this order: CVCC Security Chief, 706-325-3667; Coordinator of Evening Services 334-381-0066; or the Dean of Student Services, 706-325-3661. You may also call during office hours the switchboard for additional help at 334-291-4900.

Each vehicle in the fleet is maintained on a regular basis. Vehicles are scheduled to receive an inspection every five thousand miles, which includes an oil change, fluid-level check, filter check, and, if necessary, a filter replacement. The Security Chief is responsible for regular safety inspections on all the campus vehicles. Inspection and repair records are maintained for each vehicle in the fleet [Vehicle Maintenance Log](#). Interiors and exteriors of vehicles are cleaned on an as-needed basis. In addition, the

staff replaces tires as needed on all buses, automobiles, vans, and other equipment. College personnel are responsible for reporting any vehicle repairs needed after use through a written work order or a phone call to the Security Chief. Work orders for vehicle repairs are handled the same way as those for other repairs.

VEHICLE DOCUMENTS

All campus vehicles have an assigned fuel and insurance card. These will be assigned to the driver by the Chief of Security. Detailed information on the procedure of obtaining fuel and reporting accidents is as follows.

Refueling Campus Vehicle/Equipment Procedures:

- The dispatcher issues the “Wright Express” gas card assigned to the vehicle to the requester before any trip, along with the key.
- The card code (a four digit number) is provided by the dispatcher.
- Should fuel be required during the trip, the driver must find a service station that will accept “Wright Express” cards.

The procedure below outlines the steps to refuel with the gas card:

- Insert card at pump
- Enter PIN number (the four digit number provided by the dispatcher)
- Enter mileage
- Once approved, start fueling

The campus procedure for local refueling at the Russell County Fuel Farm is as follows:

- Enter seven digit code on pump; only Plant Management employees have access to code
- Insert computer chip (key) into pump
- Enter mileage or five zeroes (00000) for gas driven equipment (i.e. Golf carts, chain saws, leaf blowers, etc.)
- Start pumping fuel

Note: Only 30 gallons can be dispensed for gas and 100 gallons of diesel for the buses

CAMPUS VEHICLE ACCIDENT REPORTING PROCEDURES

The campus procedure for CVCC faculty and staff to follow in case of an automobile accident is listed below:

- Obtain name and address of other driver, insurance information, license number of the other car, details of accident and names and addresses of witnesses.
- Do not discuss details of the accident with anyone but the investigating officer. Make no admissions or offer payments.
- Contact the dispatcher (**Chief of Security**) on campus as soon as possible at **334-291-4950 or 706-325-3667**.
- The dispatcher will contact **University Agency Inc.** at **334-887-6569** to report the accident. If an accident occurs after normal work hours, the dispatcher can call **1-888-252-4626** to report emergency claims.

Note: The insurance card should be carried in the insured vehicle to be produced as proof of insurance when demanded by police.

Should the Chief of Security be unavailable, contact the Evening Coordinator at **334-381-0066**.

VEHICLE CHECKLIST

The dispatcher (Chief of Security) will assist staff members in performing a visual inspection on an assigned vehicle before it leaves campus. This inspection minimizes potential problems that may occur during a trip. A detailed inspection list is shown below.

Pre –Trip Inspection Checklist

Date: _____

Beginning Mileage _____

Ending Mileage

	Satisfactory	Needs Service	Comments
1. Check for any Leaks (i.e. Oil, water, hydraulic fluids etc.)			
2. Check oil, coolant, power steering level			
3. Check fan belts, hoses			
4. Check battery			
5. Check tires for wear and proper air pressure			
6. Check all lights			
7. Check turn signals			
8. Check horn			
9. Check windshield wipers			
10. Walk around vehicle to check for damages			
11. Start vehicle and listen for any unusual noise			
12. Verify that the automobile insurance card is in the glove compartment			

VEHICLE INVENTORY

A detailed campus [Vehicle Inventory](#) is maintained by Plant Management. The dispatcher (Chief of Security) will maintain all the data and update it as needed.

VEHICLE MAINTENANCE

Regular preventive maintenance on campus vehicles is scheduled by the Chief of Security. The dispatcher (Chief of Security) will schedule the required maintenance on a reoccurring cycle to insure reliable service and extend the life of the vehicles. All repairs will be documented by the Chief of Security in the [Vehicle Maintenance Log](#). Required preventive maintenance is listed below:

Scheduled Vehicle Maintenance

Different car models give different performance and the maintenance will be different. Every car or bus in the CVCC fleet comes with a maintenance schedule in the owner's manual or repair manual. Listed below is a general car maintenance checklist used to plan preventive maintenance on the CVCC fleet of vehicles.

Check each time a vehicle is serviced:

Fluid levels – Engine oil, coolant, radiator water, wiper fluid, power steering fluid, brake fluid, clutch fluid (manual transmission car), gear fluid.

Tire – Tire pressure, thread wear, cuts in sidewall, or uneven. It is recommended to maintain tires at the right pressure written in the user's manual. Good balancing of the tire and wheels can always give you a longer lifetime of the tires.

Wiper – Common wiper made of rubber. During the summer the windshield becomes hot and will wear out the wiper slowly.

Battery – Check battery terminals for corrosion; clean them if need be. Check water level; add distilled water (Note: use extreme caution; use protective gear)

Car maintenance at 3,000 miles:

- ✓ Replace engine oil and filter.
- ✓ Check hoses for leaks or bulges, wiper blades, battery terminals and cables for corrosion, and battery water level (for non-maintenance free battery).

Car maintenance at 7,500 miles:

- ✓ Service battery
- ✓ Rotate and balance tires
- ✓ Check brake pad wear

Car maintenance at 15,000 miles:

- ✓ Replace engine oil and filter
- ✓ Flush and re-fill transmission fluid and replace transmission filter
- ✓ Replace air filters and fuel filters
- ✓ Replace PCV and breather element
- ✓ Replace carbon canister filter
- ✓ Lubricate doors, locks, hinges, e-brake or hand brake
- ✓ Check car alignment
- ✓ Check CV joint boots
- ✓ Service battery and brakes (Usually just checking if nothing goes wrong)

Car maintenance at 30,000 miles:

- ✓ Replace engine oil and filter
- ✓ Flush and replace radiator coolant
- ✓ Flush and refill brake fluid
- ✓ Replace air filters and fuel filter if it is dirty
- ✓ Replace distributor cap, rotor, and wires (for older car model)
- ✓ Replace spark plugs
- ✓ Replace differential/transfer case fluid
- ✓ Inspect exhaust system
- ✓ Replace cabin air filter

Car maintenance at 60,000 miles

- ✓ Replace engine oil and filter
- ✓ Flush and refill power steering fluid
- ✓ Replace timing belt or chain
- ✓ Replace radiator hoses if not in good condition

See Related State Board Policies

[401.01 Transportation](#)