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NAVAJO TECHNICAL UNIVERSITY

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Fleet Management and Transportation Services COVID-19 Re-Entry Plan

The Navajo Technical University Fleet Management and Transportation Service COVID-19 Re-Entry Plan is to provide a safe and healthy procedure, which details the process for NTU Students and NTU employees utilizing the NTU transportation services for 2020 Fall and 2021 Spring semesters.

Procedures

NTU vehicles will be classified as fleet vehicles and assigned vehicles. The NTU Plan shall be administered under the Fleet Management Department.

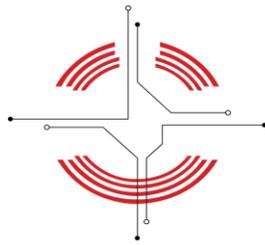
Procedures will be in place for NTU students being transported for fall 2020 and spring 2021 semesters. All NTU employees whom will be transporting or traveling on University business, activity or daily travel shall comply with the procedures.

Fleet Vehicles

All departments, to which fleet are assigned shall adhere to the Following:

- Clean vehicle after usage and wipe all areas in NTU vehicle with at least 60% alcohol/disinfection recommended to kill the virus on the surface.
- NTU Vehicle with more than one passenger must wear a cover facemask throughout the duration of the travel.
- Signed Travel Advance form or Travel vehicle request form is required in the NTU vehicle when traveling at all times. This form justifies authorization for travel should any law enforcement officer/ transportation officer require verification.
- NTU vehicle passenger max load will be based on a safe distance between each passenger. Social distancing will be adhered to.

CAPACITY	PASSENGER	COACH/VAN
25	10	NTU-Coach
15	5	Passenger-Van
8	3	Passenger-Van
4	2	Car/Truck



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Drivers

All Drivers must be authorized driver. Only approved passengers are permitted to travel in NTU vehicle. Security checkpoint will check driver temperature before entry onto NTU campus.

- All drivers are required to wash their hands (*20 second minimum*) before and after every transport or travel with NTU vehicle.
- NTU driver will check temperature of all passengers with a temperature gauge before any entry into the NTU vehicle. If temperature exceeds more than 99.5 F. The driver will not allow the NTU passenger to enter the NTU vehicle at any time.
- Driver will wipe down all area of the interior of vehicle immediately after travel is complete.
- Driver and passenger(s) are required to wear a facemask. Exception is if there is only one person on travel.
- Only two passengers per seat will be allowed in the passenger vans.
- Vehicle will be schedule until all authorized travel form(s) is approved and signed by Supervisor. E-mail or verbal request will not be accepted for any vehicle request.
- All NTU fleet will clean, wipe and disinfect interior vehicle after each drop off and pick up with NTU students.

Passengers

- All passengers are required to wear a facemask before entry into an NTU vehicle.
- All passenger is required to wash his or her hands, after being transported and before entry of vehicle.
- We ask that passengers respect the driver and other passengers by keeping communication at a cordial level.

Administration

- All administrators are required to limit employee travel, especially to another state or county where hot spots of the COVID-19 reported.
- Collaboration to make arrangements between campus sites will be required by both site supervisors to arrange safe travel.
- No Airport drop-off or pick-up will be allowed during the Fall/Spring semester.