



NAVAJO TECHNICAL UNIVERSITY



Fleet Management and Transportation Services Policy & Procedures

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TABLE OF CONTENTS

I.	Policy Statement	1
II.	Procedures	1
A.	Fleet Vehicles.....	1
B.	Drivers.....	2
C.	Passenger.....	3
D.	Reserving a Vehicle	3
E.	Assigned Vehicle	4
F.	Requester/Driver Responsibilities	4
G.	Fuel Card Usage.....	6
H.	Student Commuter Daily Transportation.....	6
I.	Student Code of Conduct	7
J.	Parking	7
K.	Stolen or Lost Items	7
L.	Inclement Weather Conditions	7
III.	Amendments/Waiver	8



Navajo Technical University
Fleet Management and Transportation Services
Policy and Procedures

I. Policy Statement

It is the policy of Navajo Technical University (NTU) to provide safe and reliable transportation services for NTU official business. No NTU-owned or NTU-operated vehicle shall be used for any purpose other than for the authorized official transportation of students, employees, visitors, and/or school property or for such other NTU-related purpose as shall be specifically authorized by the NTU President.

II. Procedures

NTU vehicles will be classified as follows: Fleet Vehicles and Assigned Vehicles. The NTU Transportation Policy shall be administered under the Fleet Management department, to assure guidance and clarity of transportation services for NTU students, administration, faculty, and staff.

The Fleet Management Coordinator will be responsible for the administration, assignment, and designation of employees for the day-to-day operations of NTU vehicles. All employees utilizing transportation services are to adhere to NTU rules and policies.

A. Fleet Vehicles

All departments, to which Fleet vehicles are assigned, shall adhere to the following:

1. Maintenance: Periodic maintenance shall be performed at regular intervals, under the direction of the Fleet Management Coordinator as recommended by the vehicle manufacturer's literature or accepted fleet standards. Maintenance shall include but not be limited to:
 - Oil, lubrication, filter service, regular brake and tire inspections, rotations and replacement, cooling system service, transmission service, engine and tune-up service.
 - Other maintenance as required, to maintain a safe and reliable vehicle.
2. Maintenance Records: A record shall be kept for each vehicle containing, at a minimum, the following maintenance information:
 - Maintenance schedules for the required services listed as mentioned above.
 - Service provider, date, mileage, cost, and description of services performed.
3. Mileage and Trip Logs: A monthly Mileage and Trip Log shall be kept in each vehicle at all times. It shall be the driver's responsibility to record the required information accurately and legibly on the Mileage and Trip Log each time the vehicle is used for any purpose. Driver's purchasing gas must complete the gas record form and return the purchase receipt to the Fleet Management Coordinator. If a vehicle is used for multiple trips during the same day for different purposes, each trip will be documented on a separate line of the Mileage and Trip Log.

B. Drivers

All drivers must be a Navajo Technical University (NTU) Authorized Driver. NTU vehicles are to be used exclusively for official university NTU business. Personal use of NTU vehicles is prohibited. Only approved passengers (those with a defined university relationship) are permitted to travel in NTU vehicles. Questions about what constitutes official university business should be referred to the Fleet Management Coordinator and/or designee.

Driver Qualifications/Responsibilities

1. It is the employee's responsibility to ensure coverage by the NTU insurance plan before any vehicle is driven. Each employee must provide a copy of a current valid driver's license to the Fleet Management Coordinator in order to be considered for coverage under the NTU insurance plan.
2. Drivers must be NTU permanent employees, at least 18 years of age, and must possess a valid Driver License of the class required for the vehicle(s) to be operated and/or that is required by their pertinent job description. New employees must have the appropriate license prior to their official employment start date. Drivers must complete defensive driving training that will be provided by the Fleet Management Department, before being permitted to transport passengers in NTU passenger vans. The training may be waived at the discretion of the NTU President.
3. All drivers are required to report suspension of, revocation of, or driving violations resulting in points against their licenses, to the Fleet Management Coordinator, and in writing within 30 days of the offense. Authorization to drive NTU vehicles may be refused or revoked for the following reasons:
 - a. Revocation of license by the state.
 - b. Suspension of license by the state within the most current 2-year period.
 - c. DUI/DWI conviction within the most current 3-year period.
 - d. Reckless driving conviction within the most recent 3-year period.
 - e. Speeding conviction in excess of 19 MPH over the posted limit within the most current 2-year period.
 - f. Two or more at-fault accidents or careless driving convictions within the most current 3-year period.
 - g. More than 10 accumulated points within the most recent 2- year period.
 - h. Misuse or abuse of University vehicles or repeated violations of the procedures listed herein.
 - i. Failure to report violations as required herein.

Note: Employees may reapply for driving authorization at any time, upon which re-qualification will require the same procedures as required for initial authorization.
4. If any of the above violations occur in a NTU vehicle, the driver's authorization to drive a NTU vehicle may be permanently revoked.
5. Employees transporting more than 15 passengers (including the driver) must have a valid Class "C" commercial driver's license or a valid Class "B" for Bus Operators.

C. Passenger

Only students, employees, or approved passengers (those with a defined university relationship) are allowed to be transported in NTU vehicles. To be a passenger in a NTU-owned vehicle requires that the trip be for a NTU-related purpose, including but not limited to, student field trips, student competition, student athletic participation and spectator events, educational or approved recreational trips for faculty and staff and such other trips as the NTU President or designee may from time to time authorize.

D. Reserving a Vehicle

Priority: In view of the limited number of NTU fleet vehicles and to maximize the availability of vehicles, vehicle reservations are subject to the following priorities:

Priority #1 Transportation of university students for instructional purposes.

Priority #2 Transportation of university students for activities such as workshops, conferences, and off-campus meetings.

Priority #3 Transportation of university students and employees for Inter- Campus activities.

Priority #4 Transportation of students for non-instructional activities such as athletic practice or events, Federal Program events, and student activities.

Priority #5 Transportation of University employees for activities such as workshops and conferences.

Reservation Procedure:

Vehicle requests must be submitted on a *NTU Vehicle Use Form (VUF)* completed and signed with appropriate signatures to the Fleet Management Coordinator. A copy of the itinerary and list of passengers (Staff and Students) must be attached.

Upon submittal of all required documents, the Fleet Management Coordinator will notify the staff/faculty of the decision within one (01) business day. All documents must be submitted at least two (2) weeks in advance of the designated trip to the Fleet Management Coordinator. Verbal or e-mail notification will not suffice for NTU vehicle requests.

1. Approval: The Fleet Management Coordinator will assign a NTU driver who will prepare the vehicle for the specific travel according to the VUF submitted and have the NTU driver fill the fuel tank.

Vehicles, assigned to a NTU Driver, shall be inspected by the driver and all inspection information shall be given to the Fleet Management Coordinator. If any repair is needed on the vehicle, then arrangements must be made to allocate a different vehicle, until the repair is completed. All repair requests will be given to the Fleet Services department with a response within three (3) business days.

2. Denied: the Fleet Management Coordinator will justify the denial and inform the NTU Dean of Business Affairs/CFO. The requester may appeal to the Dean of Business Affairs/CFO, who will make the final decision.

3. If the staff/faculty is offered an NTU vehicle for travel, but chooses to use a personal vehicle, then the mileage cannot be claimed for reimbursement.
4. The Department will be invoiced the mileage rate under GSA-Travel that shall be submitted to the NTU business department.

E. Assigned Vehicle

1. Vehicles that are assigned specifically to an administrator must have a memorandum from the Human Resource Department with an approved document signed by the NTU President and a copy of the NTU employee contract (which has the inclusion of the assignment of a vehicle stated in the contract) before the NTU employee is assigned a vehicle.
2. Vehicles that are assigned specifically to an administrator may be used to commute from the administrator's residence to his/her NTU worksite. All other use of the NTU vehicle shall be for official NTU business.
3. NTU administrators, assigned a NTU vehicle, shall maintain a monthly Mileage and Trip log that shall be completed each time the vehicle is used.
4. Only students, employees, or approved passengers (those with a defined university relationship) are allowed to be transported in a NTU vehicle assigned to a NTU administrator. To be a passenger in a NTU owned vehicle requires that the trip be for a NTU related purpose.

F. Requester/Driver Responsibilities

The Driver is totally responsible for the assigned vehicle. The vehicle is to be used for official business only. Children and non-staff/faculty member are not allowed in the vehicle at any time. The Driver and all passengers must abide by the Navajo Technical University policies and procedures, specifically the Drug-Free and Tobacco-Free policies. Should any violation occur, the Fleet Management Coordinator will submit a report to the Dean of Business Affairs or CFO. The consequences will include the violator's restriction from use of any NTU vehicle

1. Requestor will pick-up and return the vehicle(s) to the campus/instructional site in accordance with timetable indicated on the request. The Driver will return the vehicle clean and fuel tank filled. Vehicles cannot be driven to a private residence and left overnight in preparation for or returning from a trip unless approved in advance by the Fleet Management Coordinator. If kept overnight after returning from a trip, vehicles must be returned to the University by no later than 8:00 a.m. on the following morning. University vehicles may not be used for personal purposes and may not be used to transport individuals or materials other than those which are directly related to the approved trip.
2. Keys shall be returned at the conclusion of the trip to the Fleet Management Coordinator or the Security Officer on duty. Fleet Management Coordinator shall determine method of safeguarding gas credit card. Transfer of the assigned vehicle to another staff/faculty for a different travel will not be allowed. NTU staff must turn in the keys to the Fleet Management Office or the Security Officer upon return and no later. Mileage should be recorded on the log and Travel advance/request (TA). The Fleet Management Coordinator will estimate cost based on GSA mileage according to the odometer reading

3. The Fleet Management Coordinator must be notified immediately by phone of trip cancellation. Failure to notify the Fleet Management Coordinator of the cancellation may result in suspended use of Fleet Vehicles, at the discretion of the Fleet Management Coordinator.
4. Driver must perform a pre-trip safety inspection, prior to loading passengers. Such inspection shall include the following items:
 - Horn, windshield wipers, lights, and flashers.
 - Brake pedal and emergency brake for proper operation.
 - Steering for excessive play.
 - First aid kit for proper contents and access.
 - Seat belts for security and adequacy for all passengers.
 - Spare tire, lug wrench, and jack.
 - Glass and mirrors for cleanliness.
 - Light lenses for cleanliness..
 - Tires for inflation tread wear, cuts or breaks, lug nuts for tightness.
 - Fluid levels, engine oil, fuel, coolant, power steering, radiator, battery, windshield washer for proper service.
5. Driver shall be knowledgeable on safety rules of the vehicles.
6. Driver shall ensure that ALL occupants of the vehicle wear a safety belt at all times.
7. Driver shall observe posted speed limits and ensure safe vehicle operation.
8. Driver, operating a van, shall station a person outside of the vehicle to assist when backing up for prevention against accidents.
9. Driver shall ensure that passengers do not damage NTU vehicles, and shall enforce the no smoking policy.
10. Driver shall remove trash from the interior of the vehicle upon return from a trip.
11. Driver shall report all malfunctions and abnormalities to Fleet Management Coordinator.
12. The use or possession of alcohol or illegal drugs in University vehicles is strictly forbidden. Driver must ensure that all occupants of the vehicle comply with this policy.
13. Driver shall ensure that NTU policies prohibiting sexual harassment and workplace violence that govern employee and student conduct, as provided in the NTU Employee Handbook, and NTU Student Handbook are enforced.

14. Driver shall immediately notify, in the event of an accident, the Fleet Management Coordinator, by telephone and forward the police report and a written explanation giving complete details concerning the accident.

G. Fuel Card Usage

1. A Fuel Credit Card is available for in-state travel. Driver should ask attendant if station accepts the Fuel Card. Driver should attempt other stations in area if not accepted. If accepted, driver is to sign his/her name in the customer signature space and retain the customer receipt copy and turn in receipts to the Fleet Management Coordinator at the conclusion of the trip. Fleet Management Coordinator will maintain and batch all receipts on a monthly basis.
2. *WEX PIN # - Each authorized driver will be issued an individual pin # for use with the NTU WEX Card. Misuse of pin # is subject to disciplinary action.*
3. When fuel credit cards cannot be used, drivers may use their own credit card(s) or cash, get receipts, and request for reimbursement with justification on their TA for approved in-state and out-of-state travel.

H. Student Commuter Daily Transportation

Student commuter transportation is provided for students who live within a sixty (60) mile radius of the campus when the University is in operation, Monday through Friday. Transportation is available for students who have a desire to pursue his/her educational goals, but cannot do so due to lack of transportation and distance to Navajo Technical University.

Assigned Commuter Transportation Drivers (who have a daily route) must maintain and submit the following to the Fleet Management Coordinator, as scheduled:

- Inspection Log (Weekly)
- Student Sign-In Sheet (Weekly)
- Mileage Log (Monthly)
- Vehicle Request Form (Monthly)
- Registration Tag/Insurance (Yearly)

1. Route Schedule:

Route scheduling is based on student registration at the beginning of the semester. Transportation route is subject to changes by Fleet Services if NTU student enrollment is less than five (05) students per route

Route Schedule (*4 students and over for each drop-off and pick-up*) records shall be maintained by the student transportation office. Route Schedule information shall be posted on bulletin boards at campus and off-campus public information sites

2. Pick-Up and Drop-Off:

Fleet Services is responsible for establishing routine schedules. All pick-up and drop-off will be at designated places (*No Exceptions*). Drivers will wait for a minimum of five (5) minutes at each pick-up site in order to stay on assigned transport schedule. Children are not allowed to be transported in any University vehicle due to liability concerns. For

safety and liability purposes, Navajo Technical University abides by the Navajo Nation and applicable Federal and State transportation laws.

3. Passengers:

Passenger must be a full-time NTU student and provide a current student identification card upon transport. Any passenger known to be in possession of and, or under the influence of alcohol or any illegal drugs; shall be asked to depart at a safe place and shall not be allowed to re-board the vehicle. All incident reports will be submitted to the Fleet Management Coordinator for action.

The following are documents to be submitted by each passenger, and maintained as records in the student transportation office:

- Transportation Application completed, signed, and approved by the Fleet Management Coordinator.
- Verification of Full-Time Student Status (*Copy of NTU Student ID and Class Schedule*)

4. Cost

The cost for student commuter transportation is in the NTU General Catalog. NTU Driver will not accept cash or carry cash on any transport. Ticket can be picked up at the Fleet Management Office to sign up for transportation and complete a Student Transportation form.

I. Student Code of Conduct

Students are held accountable for adherence to the Navajo Technical University policies and procedures as contained in the NTU Student Handbook. This information is provided to assist students in understanding their responsibilities. NTU is a drug-free campus under policy and procedures established by NTU and Navajo Nation Law. Transportation is a Privilege, not a Right.

J. Parking

All University vehicles are to be parked on the NTU campus during non-routine schedule. All vehicles are to be parked under a lighted area in the parking area in front of the Administration/Flag pole center on campus OR designated area.

K. Stolen or Lost Items

Navajo Technical University and /or its representative will not be responsible for lost or stolen items. A report can be submitted to the security officer and drivers.

L. Inclement Weather Conditions

In the event that NTU is delayed or closed due to inclement weather, drivers' will schedule transportation based on the approval by the Dean of Business Affairs or the NTU President. Administration will announce over the phone/text system of the schedule. Residential, Security and Student Services will be contacted regarding any delays or early release.

Schedule will be as follows for a two (02) hour delay:

- Departure: 7:00 a.m. Morning Route
- Departure: 3:00 p.m. Afternoon Route

III. Amendments/Waiver

The NTU Board of Regents may amend or waive any part(s) of this policy upon recommendation from the Fleet Management Coordinator or the Navajo Technical University President.