Delaware State University

University Area(s) Responsible: Office of Finance and Administration;
University Operations Department; Office of Fleet Services

Procedure Number & Name: 9-06: Vehicle Accountability and Assignment

Approval Date: 7/11/11

Revisions: _____________________________

Related Policies & Procedures: ____________________________

I. PURPOSE
To provide policy relating to accountability and responsibilities of those University-owned vehicles assigned to using departments within Delaware State University.

II. SCOPE
These policies and guidelines apply to all departments in possession of Unit Assigned Vehicles, those vehicles assigned for the exclusive year-round use of that department.
III. OVERVIEW
In order to effectively perform the various duties in support of DSU, Fleet Service vehicles have been provided to those departments in need of this service. It is the responsibility of these departments to care for them, through proper operation, maintenance, and accountability. The following policies and guidelines must be understood and adhered to, ensuring security and long life to these vehicles.

IV. PROCEDURES

A. Accountability
1. All assigned vehicles will be signed for by, as a minimum, the Shop Leader or Supervisor of the using department. Signature forms will be provided by The Office of Fleet Services. Vehicles will be identified by DSU ID number, make model, year, and the last five/six digits of the vehicle VIN.
2. Shop Leaders and Supervisors may “sub-receipt” these vehicles to assigned operators as needed, to maintain a chain of accountability.
3. Changes in assignment of vehicles between departments will require re-issue of Assignment form and notification of Asset Control (formerly Central Receiving).

B. Responsibility
1. It will be the responsibility of the assigned department to ensure only qualified, licensed drivers operate assigned equipment. A copy of operator’s license will be maintained on file at The Office of Fleet Services for each operator. Operators must be 21 years of age or older,
and an employee of DSU. **Drivers License will need to be checked once a year by Fleet Services.**

2. Operators of DSU owned vehicles will perform basic operator checks and inspections, as outlined elsewhere in this SOP, prior to operating that vehicle. Faults found during that inspection will be reported to Fleet Services for corrective action. Vehicles with an existing deficiency **will not be operated until the deficiency is corrected.**

3. Accidents and/or incidents involving DSU owned vehicles will be reported to the proper agency in accordance with Accident/Incident Reporting Procedures outlined in this SOP.

4. In accordance with University policy, all fines for parking tickets and moving violation are the sole, personal responsibility of the driver.

5. **Step 1:** Inform driver by e-mail that we’ve received a violation notice. Inform driver that they have 10 working days to pay the violation and provide Fleet Services with a receipt or confirmation number. We will inform the driver if payment is not made within 10 working days and he/she will be deactivated from the fleet system until violation is paid.

   **Step 2:** After 10 days e-mail will be sent to driver and department head to inform them that the driver has been deactivated from the fleet system until violation has been paid and verification of payment has been provided to Fleet Services.