



Delaware State University

University Area(s) Responsible: Office of Fleet Services

Procedure Number & Name: 09-06 Vehicle Accountability and Assignment

Approval Date: 02/29/2016

Next Review Date: 03/01/18

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, which are defined as those vehicles assigned for the exclusive year-round use of that department.

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.

III. Policy

All assigned vehicles will be signed for by an Administrator or Director 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) Vehicle Identification Number. Shop Leaders and Supervisors may “sub-receipt” these vehicles to assigned operators as needed, to maintain a chain of accountability.

Changes in assignment of vehicles between departments will require re-issue of Assignment form and notification of Asset Control.

IV. Responsibility

- A. It will be the responsibility of the assigned department to ensure that only Authorized Drivers operate assigned equipment. Authorized Drivers must be 21 years of age or older, and an employee of DSU. Motor vehicle records checks for each Authorized Driver will be performed at least once a year by Fleet Services.
- B. Department assigned vehicles must have basic operator checks and inspections performed prior to operation. Faults found during that inspection must be reported to Fleet Services for corrective action. Vehicles with an existing deficiency must not be operated until the deficiency is corrected.
- C. Accidents and/or incidents involving DSU owned vehicles will be reported to the proper agency in accordance with University Policy 09-04 Accident or Incident Reporting.
- D. In accordance with University policy, all fines for parking tickets and moving violation are the sole, personal responsibility of the Authorized Driver. If the University receives notice of a violation involving a University owned vehicle, the following procedures will occur:
 - 1) The Office of Fleet Services will inform the Authorized Drive of record by e-mail that a violation notice has been received. The driver will then have to pay the violation within the allotted time frame and provide Fleet Services with confirmation of payment.
 - 2) If payment is not made within the allotted time frame, the driver will be deactivated from the fleet system until violation is paid. Notification will be sent to the driver and the department head.