

Subject: CAUS/State Vehicle Use Policy:

1. Purpose:

The College of Architecture and Urban Studies (CAUS) owns several Virginia State vehicles to aid faculty, staff and students with material transport and business-related travel. The college is responsible for ensuring these vehicles are operated safely and that operators follow all laws and regulations of the Virginia Commonwealth and Virginia Tech. This policy establishes responsibilities and procedures for proper vehicle loan and operation and vehicle management. This policy re-enforces, and is in addition to, VT University Policy #5500 "State Vehicle Management". VT Policy #5500 can be found at: <http://www.policies.vt.edu/5500.pdf>

2. Policy:

State vehicles owned by CAUS/State are located at the Research + Demonstration Facility (RDF) and Burchard Hall Shop. The CAUS Facilities Manager (FM) and the Burchard Metal Shop Supervisor (MSS) are responsible for the management and maintenance of these vehicles. These individuals are designated the Vehicle Managers (VM).

All vehicle operators must read/sign the VT FS-2 form, "Proper Use of State Vehicles" at the initial request of the vehicle requested and annually thereafter. The FS-2 form is provided by the VM.

The vehicle loan is based on need and availability and is determined on a case-by-case basis. The Vehicle Manager (VM) has the discretion to approve, postpone or deny use of the state vehicles.

CAUS state vehicles are to be used for CAUS-business purposes *only*. They are not for personal use under any circumstances. Violation of this policy may result in vehicle use privileges being revoked.

3. Vehicle Manager (VM):

The Vehicle Managers for RDF and Burchard Shop are responsible for:

1. Ensuring vehicle is in safe operating condition through proper vehicle maintenance by a qualified service mechanic
2. Ensuring vehicle passes annual state inspection. Annual state inspection date is based on the state inspection sticker located on the vehicle windshield.
3. Managing vehicle use according to this policy and VT Policy #5500 and policy #CFS-02.
4. Ensuring vehicle operators are qualified (signed FS-2 form and possesses valid driver's license).

4. Procedure:

CAUS/State vehicles are available for business-use only and, as such, require strict guidelines for use as detailed in the VT Policy #5500, VT Form FS-2 and this policy #CSF-02. The available vehicles are trucks used for transporting materials and for limited business travel.

4.1 Faculty, staff and students needing to borrow a state vehicle, should:

1. Submit a request via email or phone to the VM (see Section 6 for contact information)
2. Meet the VM to read/sign VT FS-2 form and review vehicle operating procedures. Proof of a valid driver's license may be required. Once signed, the hardcopy FS-2 document is retained and filed by the VM.
3. The vehicle key is then handed to the borrower. (see Section 4, "Vehicle Return" for proper return of vehicle)
4. The Burchard Shop vehicle is not for general use and is limited to use by shop staff.

4.2 State vehicles managed by CAUS:

1. **1992 Chevy 2500** brown pickup , at RDF (light loads and local area use only)
2. **2013 Chevy 3500** white flatbed, at RDF (heavy/oversized loads, long haul capable)
3. **1997 GMC 1500** green pickup, at RDF (Facilities Manager's use)
4. **2006 GMC 2500** white pickup, at Burchard (Burchard Wood/Metal Shop staff use)

5. Vehicle Return

The vehicle should be returned in the condition and location in which it was borrowed. All trash should be removed and any items, such as straps, tarps, tools, etc., should be returned to their proper storage location. The vehicle should be locked and the keys should be promptly returned to the Vehicle Manager. Any additional needs for the vehicle shall be in the form of a new request.

6. VM Contact Information

1. RDF VM: Brian Squibb, 231-2332/o, 315-0661/c, squibb@vt.edu
2. Burchard Shop VM: Jeff Snider, 231-5257/o, jeffs@vt.edu

CAUS Office of Facilities and Safety

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