Vehicle Utilization & Fuel Cards	Procedure Number	322
	Effective Date	October 1, 2019

1.0 PURPOSE

The purpose of this policy is to prescribe the rules, forms and procedures for utilizing UA-PTC owned, rental and private vehicles for official business. This policy and all associated vehicle procedures are modeled to ensure the college remains in compliance with laws and regulations issued by the State of Arkansas as governed by the Arkansas Department of Finance and Administration.

2.0 REVISION HISTORY

Adopted on:
Revised on:
September 15, 2019

3.0 PERSONS AFFECTED

All UA-PTC officers, faculty, staff, and other persons who are authorized to carry out official business for the college.

4.0 DEFINITIONS

College-Owned Vehicle - Any motorized vehicle owned by UA-PTC.

Emergency Repairs – Any authorized repair required to remedy an unexpected mechanical breakdown.

Fuel Card – A type of purchasing card used to for fuel, maintenance, tires and emergency repairs.

Local Mileage - Pre-authorized, in-state travel necessary to carry out routine tasks or other official business that is not associated with over-night travel.

Official Business – Action(s) done on behalf of the college that have been properly pre-authorized.

Official Station - The geographic location or 'address' where the employee normally reports for duty and/or spends the majority of his/her productive time and is designated as such by UA-PTC.

Private Vehicle – Any motorized vehicle not owned or rented by UA-PTC.

Residence - The city or town in which the individual has an abode or dwelling place.

TR-1 - Travel reimbursement request form to be used for all reimbursable travel related expenses.

Travel - Events achieved by plane, train, bus, taxi, private vehicles, private aircrafts, rental vehicles, or state-owned vehicles.

5.0 PROCEDURE

1. AUTHORITY & GENERAL RULES
    A. ACA 19-4-901 thru ACA 19-4-907 authorize the regulations promulgated regarding the use of college-owned vehicles and traveling for official business of the college.
    B. All employees are required to be cleared as a driver by the Human Resources department *before* utilizing any type of vehicle, including private vehicles, for official business.
    C. Authorization to operate a college-owned vehicle will only be given to employees who are duly licensed in accordance with the requirements of all applicable state laws, and who have been cleared as a driver by the Human Resources department.
    D. The Human Resources department is required to compile, maintain and update a list of all authorized drivers at all times. The Human Resources department is required to deliver, via email, the up-to-date list to the Accounts Payable, Insurance and Travel departments on a monthly basis.
    E. Students are strictly prohibited from driving any type of vehicle for official business and are not authorized for mileage reimbursement.
    F. Students are strictly prohibited from riding in an employee's private vehicle during official business.
    G. Students who ride as a passenger in a college-owned or rental vehicle are required to sign a Waiver and Release form. Signed Waiver and Release forms are responsibility of the supervising employee traveling with the student(s) and must be submitted to the Travel Department *prior* to departure.
    H. Procedures to ensure compliance with this policy are the responsibility of each department head who is responsible for any college-owned vehicles assigned to their department. No departmental procedure shall be contrary to this policy or any applicable law.
    I. Seat belts must be worn at all times by the driver and all passengers in any vehicle used for official business.
    J. Smoking of any kind, including electronic devices, is strictly prohibited and shall be not allowed in any college-owned or rented vehicle.
    K. All traffic violations, including those that occur while off-duty, must be reported to the driver's supervisor by the end of the following business day.
    L. Any fines assessed for traffic violations will be the sole responsibility of the driver and will not be reimbursed by the college.
2. COLLEGE-OWNED VEHICLES
    A. College-owned vehicles shall only be utilized for official business. Any type of personal use is strictly prohibited. Violations of this provision may be subject to penalties as prescribed by policy and in law.
    B. Registration must remain in each vehicle at all times. The Accounts Payable department is responsible for obtaining the proper registration and annual renewals for all college-owned vehicles and will deliver them to the appropriate department head prior to expiration.
    C. Insurance identification must remain in each vehicle at all times. The Insurance department is responsible for obtaining the proper coverages and annual renewals for all college-owned vehicles and reporting coverages to Accounts Payable. The Accounts Payable department will deliver insurance information to the appropriate department head prior to expiration.
    D. A vehicle log must be maintained in each college-owned vehicle. Each log requires the following information to be recorded each time the vehicle is used: date; destination; beginning and ending mileage; cost and amount of fuel purchased (if any); and any problems encountered with the vehicle.
    E. Emergency contact information, including an after-hours phone number, is required inside each vehicle at all times.
    F. A clear, blank copy of the Arkansas Motor Vehicle Report Form (SR-1) must be available inside each vehicle at all times.
    G. If an accident occurs, immediately call the police and get a police report.
    H. Any accidents are required to be reported to the appropriate emergency contact as soon as it is safe to

do so. The Arkansas Motor Vehicle Report Form (SR-1) must be completed by the driver and turned into the appropriate department head with the police report within 24 hours of the accident. All accidents must be reported to the Insurance department by the department head as soon as possible.

I. Drivers who have an at-fault accident must attend a DF&A approved Defensive Driving Class within sixty (60) days. Written confirmation that the course has been completed must be sent to the Human Resources department, where it will remain in the employee's personnel file.
II. Drivers are expected to perform a reasonable inspection of the vehicle, including checking oil and tire inflation levels, prior to and at the conclusion of each use.
III. If a vehicle suffers a mechanical breakdown during a trip, the appropriate emergency contact should be notified, and every effort made to move the vehicle to a location offering the maximum available safety and security.
IV. If a tow truck is required, the emergency contact is responsible for arranging transport to the closest state-authorized repair facility.
V. All emergency repairs must be authorized by the appropriate department head and be paid for using the vehicle's fuel card. If the fuel card is not accepted, special authorization by a Travel Administrator or the Chancellor is **required** for the use of a personal credit card. All receipts for towing, repairs and other fees must be retained by the driver and submitted to the department head as soon as possible.
VI. The college will not reimburse any driver who has unauthorized repairs performed on a college-owned or rental vehicle. Any expense incurred for unauthorized repairs, transportation, or lodging is the sole responsibility of the driver.
VII. Procurement maintains a motor pool of two vehicles for use by any college department. The rules, costs and procedure for utilizing a motor pool vehicle can be found in the Motor Pool Procedure located at: https://uaptc.edu/procurement.

3. FUEL CARDS
   A. Fuel cards are issued and assigned to all college-owned vehicles and not to an individual person.
   B. Fuel cards are required to remain inside the respective vehicle to which it is assigned. Each vehicle is required to remain locked and secure when not in use.
   C. Fuel cards must only be used for purchases respective to the assigned vehicle and may NOT be used for any other vehicle.
   D. Under no circumstance should a UA-PTC issued fuel card be used for rental or private vehicles.
   E. Fuel cards shall only be used for fuel, maintenance, tires and emergency repairs. All scheduled and/or known vehicle repairs must be procured using the purchase order process.
   F. Fuel cards can only be used at state-authorized vendors. The current list of authorized vendors can be found at: https://uaptc.edu/procurement.
   G. Employees operating a college-owned vehicle shall only use self-service gasoline pumps. If the vehicle operates on a fuel other than gasoline for which self-service pumps are not available, the employee will use the most cost-effective alternative that is reasonably available.
4. RENTAL VEHICLES
   A. Rental vehicles are considered a pre-paid expense and are to be purchased using the UA-PTC Travel Card.
   B. If a rental vehicle is properly obtained, the driver is automatically authorized to be reimbursed for fuel, if applicable.
   C. Mileage reimbursement is never authorized for rental vehicle usage.
   D. Rental vehicles for any out-of-state travel destinations achieved by airplane must be justified and pre-approved by a Travel Administrator. Justification must include a clear cost savings to the college over utilizing other forms of ground transportation, such as taxi or shuttle services.
   E. If traveling out of state or to a destination that requires overnight accommodations, travelers are required to use the Arkansas DF&A Trip Optimizer to determine if it is more economically advantageous to rent a vehicle or use their private vehicle. If the Trip Optimizer determines it would cost less to rent a vehicle, the traveler may still utilize their private vehicle, but can only claim mileage reimbursement up

to what it would have cost for a rental vehicle.

F. The requirement for using the Trip Optimizer only applies to overnight travel and out-of-state travel events.
G. Currently, there is a mandatory state contract for rental vehicle spending. Only rental vehicle vendors listed on the state contract will be utilized. If a statewide contract is not in force when travel occurs, vendors are to be selected based on the lowest available rates.
H. A Travel Administrator must be contacted for prior authorization of rental vehicle spending, even in emergency situations.
I. If an accident or mechanical breakdown occurs in a rental vehicle, immediately call the police and get a police report. Once the police have been contacted, call the rental vehicle's emergency line that was provided when you picked the vehicle up and follow their instructions. After you have spoken with the police and the rental car company, call the appropriate emergency contact in the Travel department or your department head to report the incident.

5. PRIVATE VEHICLES
   A. It is the responsibility of every employee who uses their personal vehicle while on official business to contact their primary insurance provider and confirm that "business use" coverage is provided. An employee's personal automobile policy will be the primary insurance coverage if a claim results from use of the private vehicle while on official business. The college's vehicle policy will only provide *secondary* coverage and does not provide physical damage coverage for the vehicle.
   B. The college assumes no responsibility for any maintenance, operational cost, accident, fine or injury incurred by the owner of the vehicle and are the sole responsibility of the driver.
   C. Students are strictly prohibited from riding in an employee's private vehicle for official business.
   D. All use of private vehicles for official business must be pre-authorized by the appropriate department head.
   E. Mileage reimbursement for properly authorized use of a private vehicle can be claimed at the current rate set forth by the Arkansas Department of Finance and Administration. The maximum mileage allowed will be determined by the shortest major highway route between the travel destination and the employee's official station or residence (if leaving directly from the residence) whichever is less.
   F. MapQuest is the official online mapping tool used by the college and shall be utilized to calculate all mileage.
   G. Any local mileage necessary to carry out routine tasks for official business that is *not* associated with overnight travel must be pre-authorized by the appropriate department head. Local mileage shall be listed on the TR-1 form and turned into the Accounts Payable department within 60 days of use.
   H. Mileage claimed in association with overnight travel must be pre-authorized by a Travel Administrator. All mileage claims associated with overnight travel shall be listed on the TR-1 form and turned into the Travel Department as prescribed in UA-PTC AR 3.21.
   I. No employee shall receive reimbursement for mileage traveling to and/or from the employee's official station while off duty; nor is it permissible to utilize a college-owned vehicle for the purposes of routine travel to and/or from an employee's official station when off duty.
   J. Reimbursement for fuel, maintenance, insurance, operational costs, fines, violations, or repairs are never allowed for private vehicles.
   K. Parking is considered a reimbursable expense with the exception of authorized parking at a lodging facility, which will be paid for by the UA-PTC Travel Card.
   L. Authorized parking reimbursements require a receipt, which must be turned in with the TR-1 form.

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REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	UA-PTC Policy Review	October 1, 2019
Ratified by	Emily Fisher, Director of Purchasing, Inventory & Travel	September 15, 2019
Recommended by Chancellor (Signature)	Margaret Ellibee	October 1, 2019