

LIBERTY UNIVERSITY

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Vehicle Master Plan

The purpose and intent of the Vehicle Master Plan is to **size, shape, and improve** the efficiency of the University's fleet by monitoring the utilization, cost and availability of each vehicle assigned throughout the various departments.

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Section 1 Responsibilities

A. Management

In this document, the term Management will be used when identifying the positions of the executive level. Management directs the Transportation Department's scope of operations. Management is the deciding authority for vehicles purchase, assignment, reallocation, rotation, and retirement of vehicles.

B. Transportation Department

Transportation will monitor and report the vehicle assignments, utilization, purpose, and custodianship to Management. Transportation will establish and conduct Preventative Maintenance and Repairs for normal wear and tear at no cost to the departments. Transportation will report all damage to Management. Transportation will update data of the vehicles, to include but not limited to assignments, services, repairs and primary drivers in the University's automated systems.

C. Divisions Vice President/Dean

Custodial responsibilities are shared, not delegated. The departments VP and or Dean will insure that drivers and first line supervisors are maintaining and safeguarding the vehicles assigned to the division or department. They will insure that deficiencies, damage, and accidents of assigned vehicles are reported immediately. Failure or delays to report could result in the loss of Vehicle Assignment. Email all reports and request to transportation@liberty.edu or call 434-592-3248. Reply to all inquiries, and requested reports from Transportation within 10 business days. Ensure that LUPD is notified of all accidents and property damage that occurs on or off campus.

D. Driver

The drivers' action to maintain and care for the vehicles is imperative to any maintenance program. Drivers are entrusted with the care and safe guard of University assets. Drivers immediately report all accidents and property damage to LUPD and to the supervisor that occurs on and off campus. Drivers shall maintain a clean vehicle and wash as necessary. All employees that operate University vehicles must complete the Approved Driver Program.

Driver must conduct inspections consisting of but not limited to the following:

Before Operation:

1. Inspect the Unit for obvious damage and safe operation.
2. Verify that the State Inspection Sticker, Oil Change Sticker and License Plate sticker are valid and not expired or overdue.
3. Check all fluid levels and ensure that they meet manufacturer's specifications.
 - a. It is prohibited to operate any Unit with low fluid levels.
 - b. Drivers will add fluids to manufacturer specifications.
4. Check Tires for damage, low air pressure, and tread depth.
 - a. Inflate all tires to manufacturer specifications as needed.
5. Report all deficiencies to supervisors and Transportation preferably by email to transportation@liberty.edu

Section 1

Responsibilities

During Operations:

1. Monitor all gages to ensure the Unit is operating within manufacturer specifications
2. Listen for abnormal noises.
3. Maintain constant awareness of any abnormal vibrations and anything that affects the efficiency of the Unit's performance.
4. Compare any suspected abnormalities to a similar Unit.

After Operations:

1. Inspect the Unit for any deficiencies that may have occurred during operation.
2. Visibly check tires for inflation, damage, and any protruding objects.
3. Check all fluid levels and add any fluid that is not within manufacturers specifications.
4. Top off Fuel tank

Perform operator level maintenance consisting of but not limited to the following:

1. Remove, install and adjust any attachment assigned to the Unit.
2. Make all adjustment and repairs that do not require complicated tools.
3. Report all deficiencies, damage and anything that will inhibit the vehicle's safe operation to the immediate supervisor and Transportation.
4. Maintain a clean Unit and wash as necessary.
5. Email report of deficiencies or request for repairs to transportation@liberty.edu or call 434-592-3248.

Section 2

Assignment

A. Assignment Purpose

To ensure full and proper utilization of University owned vehicles, The Liberty University fleet vehicles are assigned to a Department and managed by the Transportation Department under the supervision of Management.

B. Assignment Criteria

Assignments will be approved by Management on the basis of a department which require the transport of tools, equipment, material, personnel or administrative functions for which the use of a personal mileage reimbursement is neither feasible nor economical.

C. Term of Assignment

The term of an assigned vehicle is considered permanent, so long as the requirements of proper care, maintenance and utilization are met. The Transportation Department will monitor the assigned vehicles for proper care, maintenance and utilization then report recommendations as to the continued need for the assignment to Management. If the requirements are not met then the vehicle will be reviewed for possible recall and/or reallocation.

D. Request for Assignment

Departments may email the Vehicle Assignment Request Form to transportation@liberty.edu. The Vehicle Assignment Request Form is located in Section 6.

The request should contain the following:

1. The Department and Org Code requesting the vehicle.
2. The vehicle class: Car/ Van/ Pick-up/ Straight Truck/ Box Truck/ Other
3. Vehicle Type: Passenger/ Cargo/ Utility/ Special Purpose
4. Vehicle Grade: Light Duty/ Commercial/ Other
5. Vehicle Rating: 1500/ 2500/ 3500/ 4500/ 5500/ Other
6. The intended purpose of the vehicle and how it will benefit the department's mission.
7. The vehicle's estimated weekly miles driven.
8. The vehicles expected weekly trips.
9. Signature of Vice President/ Dean

If the request for assignment is approved, Transportation will review the current inventory of vehicles for the assignment. If a vehicle must be purchased to fulfill the assignment, the purchase and sales tax will have to be funded by the requesting Department's budget or by the University as determined and approved by management.

Section 2 Assignment

E. Vehicle Assignment Process

If the assignment request is approved, the following procedures will apply:

1. Transportation Department will initiate the Vehicle Assignment/ Reassignment form. (Form located in section 6)
2. Issue keys.
 - a. Two sets are issued to the assigned department.
 - i. One set is issued daily to the driver.
 - ii. One set is retained by the driver's supervisor.
3. Transportation will conduct a joint inspection with receiving department driver and supervisor.
4. Departmental supervisor signs all forms and assumes custody of the vehicle.

F. Reporting and Informational Updates

Departments are to keep Transportation advised of any changes regarding vehicle assignment, including changes in vehicle assigned driver, location of vehicle, and/or any factors which may affect vehicle use and needs. Departments will reply to all reports requested by Transportation within 10 business days of notification.

Section 3

Recalls

A. Reallocation

Any vehicles failing to meet the utilization criteria may be recalled at the discretion of Management. The Transportation Department will inform the Vice President or Dean about the vehicles selected for recall that failed to meet the utilization criteria. The Department may submit an appeal response justifying retention for any vehicle recalled. The Transportation Department reviews the department's response to the recall notice and advises Management. The department will be notified, in writing, of Management's decision. If recalled, the vehicle will be reallocated to the vehicle pool.

B. Rotation

The purpose of the vehicle rotation is to distribute usage evenly throughout the fleet and increase the efficiency of the vehicle's life cycle. Vehicles may be rotated through departments based on mileage. Management is the approving authority of all vehicle rotations. The Transportation Department will identify and report all vehicles that meet the rotation criteria to Management. Vehicles with lower mileage may be exchanged with higher mileage vehicles. The Department will be notified in writing, within 30 days' notice prior to rotation of vehicle by the Transportation Department. The vehicles will be categorized and rotated by service class: Administrative/ Passenger, Commercial Passenger, Utility, Cargo, Police & Emergency, Heavy Duty, Transit, and Charter.

C. Retirement

Vehicle retirement is a status used to identify vehicles that are to be removed from the fleet. The vehicles will be sold for market value or salvage depending on the condition. The Transportation Department will identify and report all vehicles that meet the retirement criteria to Management. Vehicles will be retired that have damage or need repairs that exceed 60% of the NADA value, the overall condition of the vehicle has deteriorated to an "un-repairable" state, or determined to be a total loss by insurance due to damage from an accident. Replacement of a retired vehicle is at the discretion of Management.

D. Lifecycle Replacement

The purpose of the lifecycle replacement is to maximize the University's investment for vehicle purchases, keep operational cost low, ensure safe operations, and increase the resell value. The lifecycle replacement plan will be by service class as follows:

1. Administrative/ Passenger: 5 years or 60,000 miles
2. Police & Emergency: 5 years or 100,000 miles
3. Commercial Passenger, Utility, Cargo: 8 Years or 80,000 miles
4. Heavy Duty: 10 years or 150,000 miles
5. Transit, Charter: T.B.D.

Section 4 Motor Pool

A. Vehicle Pool

Departments may request the use of vehicles in the pool based on availability. All vehicles loaned shall be returned cleaned and fully fueled by the requesting department. All vehicles requests will be emailed to equipment@liberty.edu. All vehicle request are subject for recall at the need of the University. Transportation will notify the using department of the recall.

B. Vehicle Loans/ Short Term Assignment

The vehicle request are as follows:

1. Occasional Loan
 - a. A loaner vehicle while a department's assigned vehicle is being repaired.
2. Special Vehicle Loan and Day Trips
 - a. A request for a vehicle that has special capabilities. I.e. Bucket Truck or Box Truck.
 - b. A request for a vehicle needed for a trip outside the Lynchburg area and can return in one business day.
3. Seasonal and Semester/ Short Term Assignment
 - a. All seasonal requests will be approved by Management.
 - b. A request that requires 30 to 90 days due to the conditions of one of the four seasons of the calendar year and meets the utilization requirement throughout the duration of the request.

C. Vehicle Request and Check-out Procedures

The vehicle request procedures are as follows:

1. Department Supervisors will email the Vehicle Reservation Request Form (located in Section 6) to equipment@liberty.edu.
2. Driver will inspect the vehicle and document any deficiencies found on the Vehicle Inspection Form (located in Section 6).
3. Driver will sign the Vehicle Check-Out Form in Collective Data and assumes custody of the vehicle.
4. Transportation will issue a set of vehicle keys to the driver.
5. Driver is responsible for returning the vehicle at the designated date and time,
6. Delay in return without prior notification could result in the denial for future vehicle loan requests.

D. Vehicle Check-in Procedures

The vehicle check-in procedures are as follows:

1. Driver returns the vehicle cleaned and fueled
2. Transportation and drive conduct joint inspection and documents any deficiencies on the Vehicle Inspection form (Located in Section 6).
3. Driver will turn in the vehicle keys.
4. Transportation Department checks in the vehicle and assumes custody of the vehicle.

Sections 5

Use of Personal vehicles

A. Use of Personal Vehicle

Employees who use their personal vehicles for University functions may be eligible to receive mileage reimbursement. For details go to Personal Vehicle Usage (Mileage) on page 11 of the Travel, Meals, and Entertainment Policies and Procedures at

<http://www.liberty.edu/financeadmin/procurement/index.cfm?PID=26840>

Vehicle Assignment Request Form

Department: _____ Org Code: _____

Vehicle Class: Car Van Pick-up Straight Truck Box Truck UTV
 Other _____

Vehicle Type: Passenger Cargo Utility
 Special Purpose _____

Vehicle Grade: Light Duty Commercial Other _____

Vehicle Rating: 1500 2500 3500 4500 5500
 Other _____

Estimated Weekly Miles Driven: _____ Expected Weekly Trips: _____

Estimated Weeks Used in a Calendar Year: _____

The intended purpose of the vehicle, and how it will benefit the department.

Supervisor Signature _____ Date _____

Vice President/ Dean Signature _____ Date _____

Vehicle Assignment/ Re-Assignment Form

Vehicle Info:

Vehicle Number: _____ Dept. Keys _____ Trans. Keys _____
Year: _____ Make: _____ Model _____
VIN: _____
Tag: _____ Mileage: _____

Reason:

Unassigned From: (Current Department Assignment)

Org Code: _____ Department Name: _____
Supervisor: _____ Employee ID Number: _____
Email: _____ Phone Number: _____
Assigned Driver: _____ Employee ID Number: _____

Assigned To: (New Department Assignment)

Org Code: _____ Department Name: _____
Supervisor: _____ Employee ID Number: _____
Email: _____ Phone Number: _____
Assigned Driver: _____ Employee ID Number: _____

Supervisor Signature: _____ Date: _____

Transportation Manager Signature: _____ Date: _____

Vice President/ Dean Signature: _____ Date: _____

Office Use Only:

Collective Data

Verizon

FuelMaster

FuelMan

Driver Assignment /Re-Assignment Form

Employee Info:

Name: _____ LUID: _____

Department: _____ Org Code _____

Supervisor Name: _____

Reason:

Unassigned From: (Current Vehicle Assignment)

Vehicle Number: _____ Dept. Keys: _____ Trans. Keys: _____

Year: _____ Make: _____ Model: _____

VIN#: _____

Tag: _____ Mileage: _____

Assigned To: (New Vehicle Assignment)

Vehicle Number: _____ Dept. Keys: _____ Trans. Keys: _____

Year: _____ Make: _____ Model: _____

VIN#: _____

Tag: _____ Mileage: _____

Supervisor Signature: _____ Date: _____

Transportation Manager: _____ Date: _____

Vice President/ Dean: _____ Date: _____

Office Use Only:

Collective Data

Verizon

FuelMaster

FuelMan

Vehicle Reservation Request Form

Department _____ Org Code _____
Check out Date _____ Check out Time _____
Check in Date _____ Check in Time _____
Trip Type: Campus Day Trip Other _____
Employee _____ Employee Number _____
Vehicle Type: Car Passenger Van Cargo Van Pick-up Box Truck 14ft
 Box Truck 20ft Bucket Truck Flat Bed Truck
Total Riders _____
Additional Drivers:
Full Name _____ Employee Number _____
Full Name _____ Employee Number _____
Full Name _____ Employee Number _____
Full Name _____ Employee Number _____

Purpose:

Supervisor Signature _____ Date _____

Vice President/ Dean Signature _____ Date _____

Vehicle Inspection Form

Vehicle Number: _____

Vehicle Damage Report

Tire Condition Poor Headlights Out Turn Signal Malfunction Parking Light Out
Brake Light Out Suspension Noise Tire Noise/Vibration Vehicle Pulls to one side
Brake Squeal Brake Pedal Vibration Cracked Windshield Oil Level Low
Vehicle Damage/Dent Coolant Low Windshield Washer Fluid Low Other Damage

Damage Comments

General Notes

Received Unclean Fuel < Full Tank E85 Fuel Used on trip
Other Notes

General Comments

Driver's Name: _____ Employee Number: _____

Driver's Signature: _____ Date: _____