

EASTERN MICHIGAN
U N I V E R S I T Y™

**PHYSICAL PLANT
OPERATIONAL & MAINTENANCE
ADMINISTRATIVE PROCEDURE**

Section:	Critical Incident	Effective date:	May 2008
Subject:	University Vehicle Usage	Procedure Number:	A-13

Purpose

To preserve pedestrian safety and to minimize the cost of campus turf, curb, and walkway maintenance

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1. All operators of university vehicles must possess a valid driver's license appropriate for the vehicle in operation.
2. All vehicle operators and passengers must wear a properly adjusted and fastened seat belt and obey no smoking rules.
3. Observe all posted speed limits, traffic rules and regulations.
4. Report all accidents and incidents immediately to your supervisor and the appropriate policy authority.
5. Report all vehicle repair needs and vehicle safety issues to Plant Support Services, Motor Pool, and complete a work order request for same from the Maintenance Office.
6. Immediately notify your supervisor of suspension or loss of driver's license.
7. Inspect the area around your vehicle before moving it.
8. Do not leave trash and/or debris in the vehicle when finished using it for the day.

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