

EASTERN MICHIGAN
U N I V E R S I T Y™

**PHYSICAL PLANT
OPERATIONAL & MAINTENANCE
ADMINISTRATIVE PROCEDURE**

Section	Subject	Effective date	Procedure Number
Administration	University Vehicle Usage	May 30, 2013	A-13

Purpose

The purpose of this procedure is to establish guidelines for the proper use of University vehicles.

Procedure

1. All operators of university vehicles must possess a valid driver's license appropriate for the vehicle in operation.
2. All operators of university vehicles and passengers must wear a properly adjusted and fastened seat belt and obey no smoking rules.
3. All operators of university vehicles must observe all posted speed limits, traffic rules and regulations.
4. All accidents and incidents must be immediately reported to your supervisor and the appropriate police 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.
9. Do not leave unattended vehicles running or with keys in the ignition.
10. Do not leave windows down where materials or equipment can be removed from inside vehicles.

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