

CAMPUS OPERATIONS STANDARD PRACTICE

TITLE:
VEHICLE, EQUIPMENT, AND MATERIALS USE

INSTRUCTION NUMBER:
100-0071

I. GENERAL

University vehicles, equipment, and materials are to be used only for University work related purposes. Other use can lead to nonproductive use of work time, theft and increased liability to the University. Misuse of University vehicles, equipment, and materials is grounds for disciplinary action.

II. RESPONSIBILITIES

All employees are responsible for using University vehicles, equipment, and materials only for work related purposes.

III. DEFINITION

For the purposes of this FSSP, a reference to vehicles or procedures related to vehicles refers to any means of University transportation including, but not limited to, vehicles, golf carts, gators, and any other self-propelled pieces of equipment

IV. PROCEDURE

A. Vehicles

1. Vehicles should not be used to transport personal articles other than those needed in the course of work (e.g. lunch box, extra shoes, jackets).
2. Employees should not use a University vehicle to pick up or drop off personnel or articles at their personal vehicle or to run personal errands.
3. Vehicles will be driven only to work related locations using the most expeditious route unless specific roads, streets, intersections, etc. are identified as routes to avoid in COSP 100-0059 titled Routes to Avoid.
4. Vehicles will not be driven back to the shop for the purpose of taking morning or afternoon 15-minute breaks. Vehicles will not be driven to or near any on or off campus locations for morning or afternoon 15-minute breaks.
5. Vehicles may be driven back to the shop for the meal break. Vehicles will not be driven to or near any on or off campus food establishments for the meal break.

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6. Parking
 - a. NEVER PARK IN A HANDICAPPED PARKING SPACE UNLESS YOU LEGITIMATELY HAVE AND DISPLAY A HANDICAPPED PERMIT.
 - b. Park in a regular parking space if possible with the following exceptions:
 - i. Do not park in metered parking spaces.
 - ii. Do not park in reserved parking spaces such as parking spaces labeled RESERVED for reserved parking permit holders or parking spaces identified for visitors to Gray Gallery.
 - iii. Do not park in the RESERVED CHANCELLOR PARKING spaces behind Spilman.
 - iv. Do not park in CHANCELLOR'S COURTESY PERMIT PARKING spaces behind Spilman.
 - c. Do not park in Student Transit Authority bus loading/unloading zones. If Campus Operations is performing work at a bus stop location or in the Student Transit Authority loading/unloading zones, Campus Operations shall notify Student Transit Authority by phone 328-4724 or 328-0254 to alert Student Transit Authority bus drivers to be aware of parked Campus Operations vehicles and mark the vehicle and area with cones.
 - d. Avoid blocking in other vehicles. Park politely.
 - e. Do not park inhibiting handicapped accessibility.
 - f. Do not block sidewalks leaving less than 4' passageway. This is a handicapped accessibility issue.
 - g. Do not block curb cuts.
 - h. Do not park on the grass. Very short term to unload heavy equipment/materials is an exception.
 - i. Park in the street if necessary. When a vehicle is not parked in a marked parking space, the employee shall mark the vehicle with cones at the exposed front and back bumpers and turn on emergency flashers. Minimize the time parked.
 - j. Do not park in fire zones.

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- k. When parking at the Eppes complex,
 - i. Campus Operations employees shall not park vehicles south of the white line on the Eppes School property.
 - ii. Campus Operations employees shall not park vehicles in the grass areas surrounding the Eppes complex.
- l. Parking exceptions for parking in service/maintenance vehicles parking spaces in fenced areas at ECU Utility Plant operations on Main Campus and Health Sciences Campus and in the service/maintenance vehicle parking spaces adjacent to the Eppes complex during off-hours.
 - i. Main Campus Steam Plant-14th Street and Health Sciences Campus Utility Plant
 - (1.) Steam Plant Boiler Operators and Incinerator Operators may park their personally owned vehicles that are ECU permitted in service/maintenance vehicle parking spaces within the fenced areas at the Main Campus Steam Plant – 14th Street and Health Sciences Campus Utility Plant on **Mon - Fri 4:00pm - 8:30am and Sat - Sun and holidays anytime.**
 - (2.) Delivery vehicles conducting business at the Main Campus Steam Plant – 14th Street and Health Sciences Campus Utility Plant may also park in service/maintenance vehicle parking spaces within the fenced areas at these locations on **Mon - Fri 4:00pm - 8:30am and Sat - Sun and holidays anytime.**

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- ii. Employees working outside normal working hours including personnel that are on campus supporting special events outside normal working hours
If a Facilities Services employee is required to work outside normal working hours from 5:00pm – 8:00 am Mon - Fri or Sat - Sun or holidays, the employee may park their personally owned vehicles that are ECU permitted in service/maintenance vehicle parking spaces within the fenced areas at the Main Campus Steam Plant – 14th Street and Health Sciences Campus Utility Plant or in the service/maintenance vehicle parking spaces adjacent to the Eppes complex on **Mon - Fri 5:00pm - 8:00am and Sat - Sun and holidays anytime.**
 - iii. Contract Vendors
Contract vendors i.e., elevator and control company vehicles that routinely parking within the fenced areas at the Main Campus Steam Plant – 14th Street and Health Sciences Campus Utility Plant or in the service/maintenance vehicle parking spaces adjacent to the Eppes complex on **Mon - Fri 5:00pm - 8:00am and Sat - Sun and holidays anytime** must display an ECU vendor permit.
 - iv. Occasional Visitors
Occasional visitors, i.e., Architects, Consultants, Trainers, Visitors, etc that park within the fenced areas at the Main Campus Steam Plant – 14th Street and Health Sciences Campus Utility Plant or in the service/maintenance vehicle parking spaces adjacent to the Eppes complex on **Mon - Fri 5:00pm - 8:00am and Sat - Sun and holidays anytime** must display a Departmental Guest permit.
7. Properly securing vehicles
- a. All Campus Operations personnel are responsible for making sure that University vehicles, equipment, and materials are properly secured. Properly secured means that these items are appropriately parked/stored and/or locked when not under the employee's immediate

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supervision. Failure to do so will result in a letter of instruction for the first offense and progressive discipline action for subsequent occurrences.

- b. It is the responsibility of the employee assigned to a University vehicle or employee assigned the responsibility for University vehicle(s) used by a department to inspect the vehicle(s), verify vehicle(s) is appropriately parked and locked, and check that any equipment and materials in the vehicle(s) are appropriately stored and/or locked before leaving work at the end of the day. Failure to do so will result in a letter of instruction for the first offense and progressive discipline action for subsequent occurrences.
- c. At the end of the workday, Main Campus Grounds Services vehicles and equipment should be parked/moved inside the gated Grounds Complex. Vehicles and equipment used by Moving Services, Recycling Services, and West Grounds do not have to be parked/moved inside the gated Grounds Complex at the end of the workday. These vehicles and equipment should be properly secured where parked or stored.
- d. At the end of the workday, all Main Campus Utilities Services vehicles shall be parked inside the Steam Plant complex, except when there is a possibility of imminent flooding from Greenmill Run that may flood the lower Steam Plant parking lot. In that case, the Utilities Services vehicles that normally park in this area shall be temporarily relocated to the upper Minges parking lot until the flood threat subsides. Vehicles and equipment should be properly secured where parked or stored.
- e. Employees leaving vehicles at the campus garage are responsible for locking the vehicles before turning in the keys to the garage. Employees leaving vehicles at the campus garage are responsible for checking that any equipment and materials in the vehicle are appropriately stored and/or locked before turning in the keys to the vehicle to the garage. If an employee accesses a vehicle located at the garage to retrieve equipment or materials, it is the employee's responsibility to secure the vehicle, equipment, and materials. Finally, it is important that the keys are left with a member of the Automotive Services

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team rather than just dropped on a table in the garage area. Upon servicing or moving vehicles left at the campus garage, Automotive Services will lock vehicles and check that vehicles are secure at the end of each workday.

f. Audit Process

- Scheduled Audits will be performed quarterly as set-up in AiM via PM Template.
- Checklist will accompany Audit Work Order for reference of department's related vehicles and equipment to inspect.
- Schedule to be January, April, July, October with a two (2) week completion date noted in body of work order.
- Audit notification to be sent to the Assistant Directors and Shop Supervisors for action to perform task (multi-phase work order).
- Audit to be completed in AiM for closure and documentation. AiM will be the system of record.
- Any violations are to be reported to Assistant Director or Director.
- Failure of conformance can lead to disciplinary measures such as verbal coaching, written coaching letter, written warning letter, etc. to ensure proper security of FS assets.
- Unannounced/spot checks can be conducted by the Director, Assistant Director or Manager/Supervisor at any time to ensure conformance.

8. Securing Campus Operations vehicles Halloween night
 - a. Campus Operations shall secure vehicles in normal afterhours parking spaces on Halloween night.
9. Employees shall not let University vehicles idle. Idling is an inefficient use of the vehicle. To eliminate waste of fuel and unnecessary wear on engine, employees shall not leave University vehicles idling while parked.

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10. It is the responsibility of the individual driver to follow all motor vehicle rules, laws, and ordinances. All motor vehicle violations shall be the responsibility of the driver. Abuse of motor vehicle rules, laws, and ordinances may result in restricted use of a University vehicle and disciplinary action.
 - a. Under no circumstances may a University employee operate a University vehicle while under the influence of alcohol or when the employee is impaired by medications including prescription, over-the-counter or non-prescription, or illegal drugs, etc.
 - b. University employees that are driving or riding in a University vehicle shall wear seat belts.

B. Equipment

1. University equipment is to be used only for University business. University equipment shall NOT be used for personal purposes and shall not be removed from University property for personal use. For example, an employee shall not use a University welder to repair the employee's lawn mower or take a University saw home to cut a piece of lumber for a home repair.
2. Under no circumstances may a University employee operate University equipment while under the influence of alcohol or when the employee is impaired by medications including prescription, over-the-counter or non-prescription, or illegal drugs, etc.

C. Materials, supplies, etc.

1. University materials, supplies, etc. may only be used for University business and shall NOT be used, consumed, or removed from University property for personal purposes/use.
2. Employees shall not remove discarded items from University dumpsters for personal use.
3. Surplus State property/materials may be purchased according to the rules governing such sales.

D. Construction sites, contractor areas, etc.

1. Materials, supplies, equipment, etc. located at or near a construction site or other area where a contractor or university agent is working shall NOT be used, consumed, or removed

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from that location/university property for non-work related reasons/personal purposes/use.

E. Waste and waste receptacles

1. Waste (including, but no limited to, materials, supplies, equipment, trash, recycling, etc.) that has been placed in a temporary storage or waste receptacle (including, but not limited to, university dumpsters, construction site dumpsters, trash piles, recycling bins, or any other receptacle or area designated for the collection of waste whatsoever) located on university property shall NOT be removed from that receptacle or otherwise used or consumed for non-work related reasons/personal purposes/use at any time.

F. Travel Logs

University policy requires that the University maintain a travel log in all University owned vehicles displaying the NC Permanent Assigned – State Owned license plate.

Special use vehicles are considered exempt from the travel log requirement. Special use vehicles are defined as vehicles not intended for transporting personnel and machinery. Special use vehicles include self-propelled equipment such as motor graders, sweepers, tractors, backhoes, forklifts, mowers, golf carts, and electric vehicles.

Use of University vehicles shall be detailed in travel logs. Travel logs shall be maintained for vehicles driven by more than one employee or “multiple user vehicles” AND vehicles assigned to one employee or “single user vehicles. Any employee driving a University vehicle is responsible for completing a travel log documenting the use of the vehicle. The reference to employee means any University employee including, but not limited to, student workers.

A travel log with the date, time, driver name, driver signature, beginning and ending mileage, and destination shall be completed by the driver for each round trip in a multiple user vehicle. The travel log for a multiple user vehicle may be maintained in the multiple user vehicle or in a central location where keys to multiple user vehicles are picked up.

A travel log indicating the beginning and ending miles for the week with the driver name and driver signature shall be completed by the employee assigned to a single user vehicle. Use of a single user vehicle by a driver other than the assigned driver shall be noted in the travel log for the single user vehicle indicating the date, time, driver

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name, driver signature, beginning and ending mileage, and destination. Week is considered a 7-day period.

Travel logs maintained in vehicles shall be removed from the vehicle weekly and maintained in a central location by the Departmental Unit. (Departmental Units are Grounds Services, Building Services, Utilities Services, Housekeeping Services, Service Center, Facilities Services – HSC, Facilities Engineering & Architectural Services and Campus Operations.) Departmental Units shall maintain the travel logs for a period of three (3) calendar years. Departmental Units may maintain travel logs in hard copy or electronic form. Travel logs shall be maintained by vehicle number. Travel logs by vehicle shall be maintained for review by Campus Operations management, Division management, or Internal Audit as requested. Departmental Units may require supervisors sign-off on the collected travel logs.

If the vehicle is transferred from one department to another department, Departmental Unit originally assigned the vehicle shall maintain the travel logs of use of the vehicle by that department for a period of three (3) calendar years. The Departmental Unit where the vehicle was transferred to shall maintain travel logs of use of the vehicle by that department for a period of three (3) calendar years.

Directors, Associate, Assistant Directors, Managers, and Supervisors are responsible for ensuring that travel logs are completed and maintained to ensure compliance with University policy.

G. Smoking Policy

See COSP 100-0081, Smoking in Campus Operations Vehicles.

Replaced FSSP 31-0005, Vehicle, Equipment, and Materials Use

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