**September 2015**

**Formal Policy for Using MAE Vehicles**

Cost- effective utilization of the vehicles owned by the MAE department, in accordance with the overall needs and priorities of the department, requires the development, implementation and strict adherence to a set of formal procedures and criteria which are outlined below in this document. Any student, staff or faculty member who is formally affiliated with the MAE department is eligible to use any one of the department’s vehicles for a business purpose directly related to a specific task in service to the department. The MAE department reserves the right to deny access to its vehicles to any student, staff or faculty member who disregards or violates any requirement or provision outlined below, and even suspend this privilege for extended periods of time in case of repeated infractions.

**ANY DRIVER OF A MAE VEHICLE MUST HOLD A VALID DRIVER’s LICENSE AND MUST SECURE APPROVAL FROM THE OFFICE OF THE MAE DEPARTMENT CHAIRMAN PRIOR TO RECEIVING THE KEYS AND THE AUTHORIZATION TO USE SUCH A VEHICLE**.

**THE RESPONSIBILITY TO OVERSEE PROPER USE OF MAE VEHICLES WILL BE DELEGATED BY THE DEPARTMENT CHAIRMAN TO A DESIGNATED MEMBER OF THE MAE TECHNICAL STAFF, WHICH IS REFERRED TO AS THE “FLEET MANAGER” IN THIS DOCUMENT.**

The rules and procedures listed below must be strictly followed before, during and after driving a vehicle owned by the MAE department:

1. A formal request has to be submitted **before** receiving the keys of a MAE vehicle from the office of the Chairman and using it, by fully completing the first section of the “Motor Vehicle Sign-Out Sheet”! It is important to plan such requests well in advance, since the department may not be able to accommodate last minute requests.
2. Keys and “Motor Vehicle Sign-Out Sheet” can be picked up at the Office of the Chairman (823). Please have a Valid Driver’s License ready to be scanned before receiving the keys.
3. Each driver is responsible for inspecting the condition of the vehicle before and after using it. Any defect or damage found during such inspections should be reported immediately to the “Fleet Manager”, who will decide if the vehicle can be operated safely in that condition, or should be repaired before any additional use.
4. Each driver is responsible for the safe and secure operation of the MAE vehicle while the vehicle is released for his/her use. Vehicles that are left unattended must be locked, have the keys removed from the ignition, and the emergency brake set.
5. Each driver must refuel the vehicle before returning it to the department to the fuel level marked on the “Motor Vehicle Sign-Out Sheet” when the vehicle was released to that particular driver.
6. Penalties and fines for all moving and parking violations will be charged directly to the individual operating the vehicle at that particular time. The department will not pay and will not reimburse the driver for any funds charged for traffic tickets or violations of any kind.
7. In the event of an accident, the driver must report immediately all necessary information by strictly following the instructions written on the vehicle insurance card and the vehicle registration form, which must always remain in the glove box of the corresponding vehicle.
8. Smoking and eating are prohibited, and no animals are permitted in any vehicle of the MAE department.
9. At the end of the trip, each driver is required to remove all trash and clean out the vehicle by using a cleaning kit that is located in the rear of each vehicle and contains cleaning supplies and trash bags.
10. The second section of the “Motor Vehicle Sign-Out Sheet” must be completed by each driver before returning the keys of the vehicle to the “Fleet Manager”.
11. If arrival time is after normal office hours, keys and completed “Motor Vehicle Sign-Out Sheet” are to be placed under the door of the office of the Chairman (823).
12. Other college usage of the MAE Vehicles will be restricted to the Chevrolet 2500 Express Van. Anyone outside the MAE Department is required to pay a $25.00 administrative handling fee upon return of the vehicle. This fee will be used to maintain the functional status of the MAE Fleet.

Failure to adhere to the requirements and procedures listed above my result in the forfeiture of access privileges to the fleet of motor vehicles of the MAE department, especially in the case of repeated violations.