

PROCEDURE 2.7.2: FLEET MANAGEMENT

1. Purpose

The purpose of this plan is to establish clear responsibility, accountability and procedures for the management, use, maintenance, safety, reservations, inspections, invoicing and overall oversight of the college fleet.

For the purpose of this plan, the college fleet includes all college-owned vehicles and wheeled transportation equipment, including but not limited to cars, trucks, vans, shuttle buses, utility vehicles, trailers, mowers, grounds equipment and any other wheeled asset used as a mode of transportation for operational support.

2. Fleet ownership and oversight

Facilities is responsible for all operational aspects of the college fleet. This includes overall fleet management, maintenance coordination, vehicle readiness, reservations, safety tracking, invoice processing, repair coordination, replacement recommendations and compliance with applicable college procedures and policies.

Facilities serves as the primary department of responsibility for the college fleet, with Public Safety assisting only with the physical check-out and check-in of vehicles due to its 24-hour departmental coverage.

3. Reservation process

All vehicle reservations are submitted through the required college reservation program. Facilities will review and confirm all reservations in the order they're received. The process includes:

1. Department or staff member submits vehicle reservation.
2. Facilities or designee reviews availability and purpose.
3. In order of reservation (first-come, first-served), the reservation is confirmed, denied or adjusted. If denied, the requestor will be notified.
4. Reservation, in order as it's received, will be confirmed and indicated as such in the reservation program.
5. Public Safety releases keys and inspection form at check-out.
6. Vehicle user completes required inspection before operation.
7. Vehicle is returned to Public Safety with keys and completed inspection form.
8. Public Safety forwards documentation and concerns to Facilities via email at fleet@sandburg.edu. This also allows Public Safety to document any exceptions and file the appropriate report for insurance purposes.
9. Facilities reviews inspection forms and addresses maintenance or safety needs.

10. Facilities places vehicle back into rotation as needed.

4. Summary of responsibility

Function	Responsibility
Overall fleet ownership and management	Facilities
Reservation confirmation (first-come, first-served)	Facilities and/or designee
Maintenance and safe operation	Facilities grounds team
Physical vehicle check-out/check-in	Public Safety
Distribution of AED	Public Safety
Inspection form completion	Vehicle user, returned to Public Safety
Review of inspection concerns	Facilities
Fleet invoicing	Facilities, in accordance with college procedures
Final operational removal from service	Facilities

5. Facilities department responsibilities

- Overall management and oversight of the college fleet.
- Maintaining a current inventory of all fleet vehicles and wheeled equipment regardless of what department funding was used.
- Executing vehicle reservations on a first-come, first-served basis through the assigned facilities department member or designee.
- Coordinating vehicle maintenance, inspections and repairs.
- Ensuring vehicles and equipment are safe and operational.
- Reviewing vehicle usage, condition and replacement needs.
- Coordinating with vendors for service, repairs, towing, inspections and related work.
- Maintaining fleet records, including maintenance logs, inspection reports, repair history, invoices and usage documentation.
- Managing and processing fleet-related invoices in accordance with college procedures and policies.
- Making recommendations regarding vehicle replacement, disposal or additional fleet needs.
- Ensuring fleet procedures are followed by employees and departments using college vehicles.
- Denying reservations based on availability, purpose and college procedures.
- Maintaining the official vehicle reservation calendar or tracking system.
- Communicating reservation denials or changes needed to the requesting employee.
- Ensuring vehicle users receive applicable instructions and documentation prior to vehicle use.
- Tracking recurring use, high-use vehicles and scheduling conflicts.

- Reporting reservation or usage concerns to facilities leadership.

6. Facilities grounds team responsibilities

- Performing or coordinating routine maintenance.
- Completing or arranging preventive maintenance.
- Checking and maintaining fluid levels, tires, lights, wipers, batteries, fuel and related safety items.
- Ensuring vehicles are clean, fueled, charged, if applicable, and ready for operation.
- Inspecting vehicles and equipment for mechanical or safety concerns.
- Removing unsafe vehicles from service.
- Coordinating repairs with approved vendors.
- Maintaining mowers, utility vehicles, trailers and other grounds-related wheeled equipment.
- Reporting major repair needs, recurring issues or replacement concerns to facilities leadership.
- Assisting with review of inspection forms submitted after vehicle use.

7. Public Safety responsibilities

- Releasing keys only to confirmed vehicle user(s).
- Confirming the person checking out the vehicle is listed on the reservation.
- Providing the required vehicle inspection form to the person responsible for the vehicle.
- Receiving the vehicle, keys and completed inspection form upon return.
- Immediately reporting damage, missing equipment, safety issues, accidents, incomplete forms or late returns to facilities.
- Securing returned keys.
- Forwarding returned required check-in documentation to facilities.

Clarification: Public Safety isn't responsible for finalizing or denying reservations, authorizing vehicle use outside the reservation process (except in emergency), determining maintenance needs, processing invoices or managing fleet records beyond the check-in/check-out documentation assigned under this plan.

8. Vehicle user responsibilities

- Operate the vehicle safely and legally.
- Complete the required inspection form before departure.
- Mileage start/stop, and note if mileage is grant-funded, if applicable.
- Report any safety concerns before operating the vehicle.
- Return the vehicle at the time listed, unless confirmation of need for extended use is communicated.
- Return the vehicle in a clean and orderly condition (removal of user-created rubbish).
- Return keys and required documentation to Public Safety.

- Report accidents, traffic infractions, damage, warning lights, mechanical concerns or missing equipment immediately.
- Ensure fuel level is returned in accordance with college procedure.
- Not operate a vehicle that appears unsafe.
- Driver must have up-to-date (yearly) driver safety certificate with facilities.
- Driver must be 21 years old.
- Driver must have a valid driver's license.
- Driver must have a valid CPR and AED certificate on file (if transporting students).
- Driver must have an acceptable driving record under the college's insurance standards as obtained by an MVR.
- Not use electronic devices while the vehicle is in motion (driver).
- No smoking or vaping by driver and/or occupants.

9. Required vehicle inspection form

Each vehicle check-out includes a required inspection form provided by Public Safety to the person responsible for the vehicle. The completed form must be returned to Public Safety when the vehicle is checked back in. Any issue that affects safe operation must be reported immediately to Public Safety and facilities. Vehicles with safety concerns won't be operated until reviewed and cleared by facilities.

10. Invoicing and financial responsibility

Facilities is assigned ownership of all fleet-related invoicing and processes invoices in accordance with college procedures and policies. Fleet-related invoices may include, but aren't limited to:

- Vehicle maintenance and repairs
- Towing
- Tires
- Fuel-related expenses
- Inspections
- Parts
- Registration-related costs, where applicable
- Equipment repairs
- Vendor service charges
- Shuttle, van, truck, mower, trailer and utility vehicle repairs

Facilities reviews invoices for accuracy, confirms work completion, assigns proper budget coding and submits invoices through the college's established payment process. If departments use grant funding applicable for mileage reimbursement, this must be documented on the checkout/check-in sheet.

11. Vehicle maintenance and safety process

Facilities establishes and maintains a routine preventive maintenance schedule for all applicable vehicles and wheeled equipment. The process includes:

- Routine inspection of vehicles and equipment
- Review of mileage, hours and service intervals
- Preventive maintenance scheduling
- Vendor coordination for repairs and inspections
- Immediate removal of unsafe vehicles from service
- Documentation of repairs and maintenance history
- Review of recurring maintenance problems
- Annual or periodic evaluation of fleet condition
- Replacement recommendations based on age, mileage, hours, repair costs, safety and operational need

12. Documentation and recordkeeping

Facilities maintains fleet documentation, including:

- Vehicle inventory
- Reservation records
- Inspection forms
- Maintenance records
- Repair records
- Invoices
- Fuel usage records, if applicable
- Accident or damage report, excluding Public Safety incident reports
- Vehicle condition reports
- Replacement recommendations
- Out-of-service records

Public Safety maintains check-in/check-out records and forwards required documentation to facilities in accordance with the established process.

13. Authority to remove vehicles from service

Any member of administration, Public Safety and facilities has authority to remove any fleet vehicle or wheeled equipment from service when it's determined to be unsafe, unreliable, damaged, overdue for critical maintenance or otherwise not appropriate for use.

Public Safety may temporarily hold keys or prevent release of a vehicle if visible damage, safety concerns, missing documentation or lack of reservation confirmation is identified. Facilities makes the final operational determination regarding whether the vehicle may return to service. Removal of wheeled vehicles from service could alter the reservation, and based on vehicle availability, could delay departure; however, safe vehicles are the priority and will be

handled as such.

14. Failure to comply with procedure

By signing the fleet check-out/check-in sheet, you're agreeing to comply with this fleet management procedure, which ensures proper use and care of college-owned property. Failure to comply with the procedure will result in the following steps; however, serious infractions such as unauthorized drivers, reckless operation, traffic infractions or failure to report an accident may result in immediate revocation of ability to drive college-owned vehicles and could include disciplinary action.

FIRST INFRACTION

Reminder in writing of the procedure to the person who reserved the vehicle.

SECOND INFRACTION

Reminder in writing of the procedure to the person who reserved the vehicle and a copy to their immediate supervisor.

THIRD INFRACTION

Reminder in writing of the procedure to the person who reserved the vehicle, their immediate supervisor and supervising vice president.

FOURTH INFRACTION

Revocation of the ability to drive college-owned vehicles until the supervising vice president and the vice president overseeing facilities approve continued use.

15. Rental and/or leasing non-college-owned vehicles

To ensure a standard process is followed, short of an emergency, only the facilities is authorized to rent or lease non-college-owned vehicles. If an emergency, the respective department head or leader can execute a rental agreement to ensure safe transportation of students and college staff. Facilities navigates all rental/leasing needs in the following manner:

- Absent of an emergency, a purchase order (PO) must be completed prior to any rental.
- Provide an approved PO to the rental car company.
- Provide documentation of rental confirmation to the business office via email to boffice@sandburg.edu.
 - Documentation will contain who, what, where, when.

Facilities is responsible for the overall ownership and operation of the college fleet. Public Safety provides 24-hour check-in and check-out support only. Facilities will confirm reservations after review of availability and ensuring needed information is contained in the reservation. The facilities grounds team maintains the fleet and ensures vehicles and equipment remain safe to



operate. Facilities also manages fleet invoices and processes them in accordance with college policies and procedures.

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FLEET VEHICLE INSPECTION FORM

Complete at check-out and again when the vehicle is returned. Report any safety concern before operation.

Vehicle		Date & time of check-out	
Driver name		Department	
Beginning mileage		Fuel level	
Public Safety check-out initials		Driver initials	
Number of students		Number of staff/faculty	

Check-out inspection

Inspection item	Status/notes	Initials
Exterior visual inspection	OK / concern / N/A:	
Interior visual inspection	OK / concern / N/A:	
Tire condition	OK / concern / N/A:	
Headlights	OK / concern / N/A:	
Brake lights	OK / concern / N/A:	
Turn signals	OK / concern / N/A:	
Hazard lights	OK / concern / N/A:	
Windshield wipers	OK / concern / N/A:	
Mirrors	OK / concern / N/A:	
Horn	OK / concern / N/A:	
Dashboard warning lights	OK / concern / N/A:	
Brakes	OK / concern / N/A:	
Seatbelts	OK / concern / N/A:	
Fuel card, if applicable	OK / concern / N/A:	
Fire extinguisher present	OK / concern / N/A:	
AED assigned	OK / concern / N/A:	
First-aid kit or emergency equipment assigned	OK / concern / N/A:	
Cleanliness of vehicle	OK / concern / N/A:	
Visible damage or safety concerns	OK / concern / N/A:	

Return inspection

Ending mileage upon return		Return fuel level	
Date & time returned		Public Safety check-in initials	
Mileage/use grant funds		If yes, list department	
Return item	Status/notes		Initials
Vehicle returned clean	OK / concern / N/A:		
Fuel level checked	OK / concern / N/A:		
Keys returned	OK / concern / N/A:		
Fuel card returned, if applicable	OK / concern / N/A:		
Assigned fire extinguisher, AED, first-aid kit or emergency equipment returned	OK / concern / N/A:		
New damage or safety concerns noted	OK / concern / N/A:		
Loose trash/rubbish removed	OK / concern / N/A:		

Signature and acknowledgement

Driver signature:	Date:
Public Safety check-out acknowledgement:	Date/time:
Public Safety check-in acknowledgement	Date/time:
Notes, damage description or corrective action needed	