

BIOLOGY DEPARTMENT VEHICLE CHECK-OUT PROCEDURES

Vehicle Descriptions: At the present time, the Biology Department "fleet" consists of four motor vehicles.

- (1) Vehicle #440 is a 2008 Ford F350 Crew Cab Truck with four wheel drive, a seating capacity of 6 with an 8' covered bed and it has a trailer hitch.
- (2) Vehicle #427 is a 2007 Ford F350 Econoline Van with a seating capacity of 12 with removable second, third and fourth row seats and it has a trailer hitch.
- (3) Vehicle #428 is a Ford F350 Econoline Van with a seating capacity of 12 with removable second, third and fourth row seats and it has a trailer hitch.
- (4) Vehicle #4 is a 1999 Ford Expedition with a seating capacity of 8 with removable second and third row seats and it has a trailer hitch.

Authorized Users: Faculty, Staff and Students (with faculty approval) with the following:

1. Valid California State Driver's License.
2. Valid certificate of completion from the California State University Defensive Driving Class.
3. Name listed on the "Approved List" compiled by the Truck Committee.
4. Alternate drivers are not permitted unless the driver of record is unable to continue safely. In case of emergency, the alternate driver must meet the qualifications listed above to "take over" the driving.

Priority of Use: (With one week prior notice)

1. Educational-Class Field Trips
2. Graduate Research/with Faculty sponsor approval
3. Faculty Research
4. Staff
5. Use without one-week prior notice (subject to availability)

Conditions of Use:

1. The Truck, the Expedition, Van 427, Van 428 are to be used only for department business.
2. The truck should not be used in place of sedans or vans for transporting personnel.
3. Reservation requests for "multiple trips" or "extended trips" should be submitted to the committee during the first week of the semester to enable any conflicts to be worked out. All trips longer than three consecutive days or multiple trips exceeding one week in total are subject to committee approval.
4. All "out of state" trips are subject to review by the committee.
5. All trips outside the United States require that the "driver of record" purchase appropriate insurance coverage before crossing the border.
6. Drivers agree to obey all traffic regulations and speed limits at all times.
7. Sign out and return vehicle and keys through the Stockroom.
8. Last minute changes in schedule will be subject to availability.
9. When a vehicle is returned, it must have all gas tanks full and the vehicle must be clean inside and out.
10. Vehicle Use Log (in the glove box) must be completed when the vehicle is returned.
11. Violation of any afore mentioned "Conditions of Use" may result in forfeiture of use.

Sign out Procedure: Authorized users can reserve a vehicle (subject to the conditions of use) by filling out the sign-out sheet posted in the Stockroom. On the day of departure, the keys can be picked up in the Stockroom up to one hour before departure. When the vehicle is returned it should: (1) have a full tank of gas, (2) be reasonably clean in and out, (3) the vehicle LOG BOOK must be filled in for that trip and (4) the keys must be returned to the stockroom. If you experience any problems on your trip, please notify Stockroom personnel immediately.

Fueling Procedures: Gasoline fill-ups within the State of California should be made with the Department's gas credit card. Off campus fill-ups outside the State of California should be made with personal funds and the receipts given to the office for petty cash reimbursement within one week.