

BIOLOGY DEPARTMENT VEHICLE USE PROCEDURES

Using the fuel card (the Vehicle Voyager Card): State employees (and student assistants) may use the **Vehicle Voyager card** for fuel, fluids, and lubricants. In addition, the card can be used for car washes, oil changes, emergency roadside assistance ([National Automobile Club 800-600-6065](#)), and emergency purchases such as wiper blades, a fan belt, a tire, etc.

University Vehicle Use Policy: the University owns and maintains vehicles assigned to various departments, to provide transportation for University employees in the performance of their duties, and to support instructional programs in the most effective, efficient, and safest way possible. These vehicles are to be used when cost savings can be realized.

Vehicle Descriptions: At the present time, the Biology Department “Fleet” consists of four motor vehicles:

1. Vehicle #427 is a 2007 Ford E350 Econoline **Van** that has a seating capacity of 12 passengers (including driver). All rear seat rows are removable to provide greater storage space.
2. Vehicle #468 is a 2013 Ford E350 Econoline **Van** that has a seating capacity of 12 passengers (including driver). All rear seat rows are removable to provide greater storage space. It has a trailer hitch for towing.
3. Van #570 is a 2019 Ford Transit 350 **Van** that has a seating capacity of 12 (including driver). All rows of seats are removable to accommodate greater storage space. It has a trailer hitch for towing.
4. Van #583 is a 2019 Ford Transit 350 **Van** that has a seating capacity of 12 (including driver). All rows of seats are removable to accommodate greater storage space. It has a trailer hitch for towing.
5. Vehicle #440 is a 2008 Ford F350 Crew Cab **Truck** with four-wheel drive, a seating capacity of 6 passengers (including driver), and a removable shell to cover the 8' bed. It has a trailer hitch for towing.
6. Vehicle #451 is a 2012 Toyota **Highlander** that has a seating capacity of 8 passengers (including driver). The 3rd row folds down to provide greater storage space. It has a trailer hitch for towing.

Authorized Users: Faculty, Staff, and Students (with faculty approval) that have:

1. Valid Driver's License
2. Completed California State University Defensive Driving Class, and provided Stockroom with Certification of Completion.
3. Read and Signed Departmental affidavit that confirms the driver's knowledge of "Good Driver Standing".
4. Filled out and submitted "Employer Pull Notice Program" (EPN) Form, provided by the Stockroom. This form is to be submitted to the Biology Department Office where a copy is retained for Departmental record and the original is submitted to The Department of Police Services (mail drop 8282).
5. Provided a photocopy of Valid Driver's License to the Biology Department Office staff. This is retained for Departmental records.
6. Provided trip itinerary, names of individuals included on trip, provide primary and emergency contact information (i.e. phone numbers) for all parties.

Priority of Use (with one week prior notice; first come first served):

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 Biology Department vehicles are to be used only for departmental business.
2. The Truck (#440) should not be used in place of Vans or SUV for transporting personnel.
3. All trips longer than three consecutive days or multiple trips exceeding one week in total are subject to committee approval.
4. 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.
5. All trips outside of California are subject to review by the committee.
6. All trips outside the United States require that the "Driver of record" purchase appropriate insurance coverage before leaving the country.
7. Drivers agree to obey all traffic regulations and speed limits at all times.
8. Key pickup, drop off, and sign out procedures are conducted through the Stockroom.
9. Last minute changes in schedule will be subject to availability.
10. When a vehicle is returned, it must have full tank of gas and the vehicle must be clean inside and out.
11. Vehicle Use Log (found in the center console) must be completed when the vehicle is returned.
12. Violation of any aforementioned "Conditions of Use" may result in forfeiture of use.

Sign out Procedures:

Authorized users may reserve a vehicle (subject to the conditions of use) by filling out the Vehicle Sign-Out Book found in the Chaparral Hall Stockroom. Department vehicles may be reserved in advance only for planned trips (no backups). For class field trips, vehicles may not be reserved for more days than the class meets (typically 15 days per semester). On the day of departure, the keys can be picked up from the key drop box. When the vehicle is returned it should: (1) have a full tank of gas, (2) be reasonably clean inside and out, (3) vehicle and trip mileage must be recorded in Log Book, and (4) the keys must be returned to either the key drop off box of Stockroom personnel.

If you experience any problems during your trip, please notify the Stockroom personnel immediately (818-677-2056).

Fueling Procedures:

Within the State of California, fuel should be purchased with the **Vehicle Voyager card**. Fuel purchases outside of California should be made with personal funds, the receipts retained to be given to the Biology Department Office for petty cash reimbursements (per petty cash requirement).