

Center for Marine and Environmental Studies Vehicle Policy

Please read this agreement before using vehicle.

- 1) All persons who wish to use a CMES vehicle must be employees or Masters students of the University of the Virgin Islands who have received prior approval from the CMES Director. A valid driver's license and employee or student id must be submitted to the CMES Administrative Assistant and Boats & Facilities Specialist at least one week in advance to be an ensure placement on the list of authorized drivers.
- 2) The vehicle may be used for official business only. Vehicle may be used both on and off campus for single or multi-day activities. Official business includes UVI related activities, research projects and educational functions such as class field trips.
- 3) Multi-day off-campus activities require 48 hours advance notice to reserve vehicle and completion of the Extended Use Travel Form prior to departure. These procedures are required if usage will exceed normal work day (i.e. 8:30 am to 4:30pm), if truck is needed for multiple days, or for travel off island (i.e. St. John). Extended Use Travel Forms may be obtained from the CMES Administrative Assistant. The vehicle is not to be driven at night and is to be returned to the CMES parking lot after use.
- 4) With the exception of emergency situations, the priority for use will be on a first-come first served basis. A sign out sheet/trip log is maintained in the vehicle. If missing it should be obtained from the CMES Boats & Facilities Specialist or the Administrative Assistant before driving the vehicle. Reservations may be made on the sign out calendar on the Boats and Facilities Specialist door or by via e-mail to ibyrne@uvi.edu.
- 5) Each user must conduct a preventative maintenance check/service (PMCS) before the vehicle is moved. This will be recorded on the PMCS Log which should be obtained from and returned to the CMES Administrative Assistant. Please ask for assistance to become familiar with this procedure.
- 6) Keys may be obtained from the CMES Boats & Facilities Specialist or Administrative Assistant and must be returned immediately once travel is completed. Emergency keys are kept at Physical Plant.
- 7) Persons using the vehicle will be charged \$1.00 per mile with a minimum charge of \$30 per day. Fees will be charged to the fund or account listed by the driver on the PMCS log. Users are responsible for all additional costs associated with travel except gas which is covered in the above charges. Fees may be waived for emergencies or travel critical UVI or CMES related business at the discretion of the CMES director.
- 8) All drivers are expected to drive safely and responsibly. Driving privileges may be suspended or revoked by the CMES director for the following reasons. **a)** Noncompliance of traffic laws. **b)** An accident for which you are determined to be at fault. **c)** Reported negligible abuse of the vehicle (i.e. speeding, public or private transportation for non-work related activities, and consumption of alcoholic beverages or drugs before or during operation of vehicle). **d)** Observed or reported incidents (and consequential determination of these reports) that the vehicle and driver were at unauthorized locations. **e)** Failure to complete Extended Use Travel Form prior to multi-day off-station trips. **f)** Failure to complete PMC Log
- 9) In the event of an accident, the driver must immediately contact (774-2211 or 911) and file a report at the nearest police station. The driver must also report the accident/incident to CMES (693-1380) and Physical Plant (693-1500).
- 10) In the event of a vehicle breakdown between the hours of 8:30am to 4:30pm, please contact the CMES Boats& Facilities Specialist at telephone number 340-690-2037, or the CMES Director at 340-693-1381. Please call a local towing service and have the vehicle delivered to UVI Physical Plant if you experience a breakdown after regular hours. Driver must also notify the CMES Administrative Assistant (693-1380) within 24 hrs of the breakdown.

AFTER HOURS VEHICLE PERMIT

Issue Date: _____

Name of Employee: _____

Position: _____

1. This after hours vehicle permit authorizes the holder to operate a university-owned government vehicle during and after regular working hours, and for official business only.
2. Use of the vehicle for personal business or for any other purpose not authorized is a violation of this permit and will subject the holder to disciplinary action.
3. This permit is effective for a period of _____ after the issue date.

Paul Jobsis
Ag. Director, CMES

I understand and will comply with the guidelines for the use of the CMES Chevrolet Truck, approved by the UVI President.

Signature _____

EXTENDED USE TRAVEL FORM

Name of Employee/Student: _____

Date: _____

List travel points, dates for each and general reasons for each destination.

Signed: _____
Vehicle Administrator