



# Chattahoochee Valley Community College Transportation Procedures

*Revised September 2022*

# Chattahoochee Valley Community College

## Campus Vehicle Fleet Management and Maintenance Procedures

### ***SCHEDULING AND RESERVING CAMPUS VEHICLES***

Vehicle assignments are a function of Safety and Security. The Security Chief manages and maintains all campus vehicles.

Employees are to use CVCC state vehicles in official business and student travel when available. Campus procedures to reserve and pick up vehicles are:

- Contact the Security Chief at 334-291-4950 or submit the request by email to [cvtransportation@cv.edu](mailto:cvtransportation@cv.edu).
- Provide the date and time of the pick-up, the destination, and the return time.
- The Security Chief or Security staff will check the availability of campus vehicles, using the *State Car Reservation Calendar* located in the public folders of Microsoft Outlook.
- The traveler will receive confirmation on whether a campus vehicle is available through an email from the Security Chief or Security staff.
- Employees are to complete the College official travel procedures. The Business Office will notify Security of approved travel.
- If no state vehicle is available, the traveler may use his/her personal vehicle but it must be approved in advance by his/her supervising Dean. A confirmation email from Security is required as supporting documentation for employees claiming private car mileage. The email must be submitted with travel request packet. If no vehicle is available, calculate the current car mileage budget for the trip and include this information on the travel requisition.
- If the determination has been made that campus vehicles are available, the Security Chief will enter the requester's name in a color-coded box assigned to a specific campus vehicle on the *State Car Reservation Calendar*. **Note:** Each vehicle has an assigned color code; they are listed below:
  - ◆ Car 3 Red
  - ◆ Car 4 Green
  - ◆ Car 5 Gray
  - ◆ Car 6 Orange
  - ◆ Car 7 Pink
  - ◆ Car 8 Blue
  - ◆ Truck 2 Light Blue

- ◆ Purple – Vans
  - ◆ Yellow – Buses
- On the scheduled day to pick up a campus vehicle, the on-duty Security Officer will record the odometer reading on the state vehicle on the log sheet and complete the pre-inspection of the vehicle. The employee should report to the Security Office (Kiosk Building) at the prescheduled pick up time. If the employee is not going to arrive at the prescheduled time, he/she must notify the on-duty security officer. The employee must sign the log sheet for the assigned vehicle. Keys will be issued along with a fleet management fuel card. The College insurance card, fueling information, and contact numbers for assistance will be located in the vehicle. A copy of the *Chattahoochee Valley Transportation Procedures* will be located in the front passenger seat of the vehicle for reference.

**Note:** The State Car Reservation Calendar can be viewed by faculty and staff under the public folders in Outlook. However, only the Security Chief can enter or change data.

### **USE OF CAMPUS VEHICLES**

The CVCC employee or contracted bus driver to whom the vehicle is assigned must drive the State vehicle. and must possess current valid driver's license. Non-employees may ride only as passengers in the vehicle and must sign an official College waiver prior to riding in a state vehicle. Non-employee passengers who are not associated professionally with the College must have prior approval of their supervising Dean to ride in a state vehicle. CVCC employees or contracted bus drivers must have read and signed a disclosure and release form prior to operating a State-owned vehicle. All signed release forms are maintained in the Security Kiosk.

All campus bus drivers must have: (1) a current valid commercial driver license (CDL) with proper passenger class qualification, (2) a clean drug screen record and a satisfactory criminal background investigation, and (3) a clean driving accident record and medical clearance to drive passenger vehicles.

State vehicles must be returned to the College by the pre-scheduled time. In the event an employee or contracted bus driver will be late returning the vehicle, he/she must contact Security to notify them of the adjusted expected time of return. Vehicles should be returned to the campus with a full tank of gas. All receipts for gas should be signed and dated by the driver and submitted to the security staff on duty. Security staff will submit the receipts to the Business Office.

### **MAINTENANCE OF STATE VEHICLES**

Regular maintenance of the CVCC vehicle fleet is to be administered and documented by the Security Chief. After using vehicles, employees are required to notify the Security staff of any problems with CVCC vehicles upon their return to campus. The Security Chief will ensure the vehicle is checked and repaired.

Each vehicle in the fleet is maintained on a regular basis. Vehicles are scheduled

to receive an inspection every five thousand miles, which includes an oil change, fluid-level check, filter check, and, if necessary, a filter replacement. The Security Chief is responsible for regular safety inspections on all the campus vehicles. Inspection and repair records are maintained for each vehicle in the Vehicle Maintenance Log. Interiors and exteriors of vehicles are cleaned on an as-needed basis. In addition, tires and additional equipment are replaced as needed on all buses, automobiles, and vans. College personnel are responsible for reporting any vehicle repairs needed after use through a written work order, email, or a phone call to the Security Chief. Work orders for vehicle repairs are managed the same way as those for other repairs.

### ***REPORTING VEHICLE ISSUES AND CONTACT NUMBERS***

If a driver experiences any problems with CVCC vehicles and need assistance, please contact the following individuals in this order:

- CVCC Security Chief, 334-291-4950 or 706-325-3667;
- Security staff 334-214-4850 or 334-540-2212,
- Dean of Students and Campus Services, 334-291-4928.
- You may also call 334-291-4900 to request assistance during office hours.

### ***VEHICLE DOCUMENTS***

All campus vehicles have an assigned fuel and insurance card. This manual will be located in each vehicle for reference.

#### ***Refueling Campus Vehicle/Equipment Procedures:***

- The Security staff issues the “WEX” gas card assigned to the vehicle to the requester before any trip, along with the key.
- The card code (a four-digit number) is provided by the on-duty Security staff, located on the key ring, and will be in each vehicle.
- Drivers must find a service station that will accept “WEX” cards.

The procedure below outlines the steps to refuel with the gas card:

- Insert card at pump;
- Enter PIN number (the four-digit number provided by the Security staff);
- Enter mileage;
- Once approved, start fueling.

The campus also has an agreement for obtaining fuel at the Russell County Fuel Farm. The procedure for the Russell County Fuel Farm is as follows:

- Enter seven-digit code on pump; only Security staff and Facilities of Maintenance employees have access to code;
- Insert computer chip (key) into pump;
- Enter mileage or five zeroes (00000) for gas driven equipment (i.e., golf carts, chain saws, leaf blowers, etc.);
- Start pumping fuel.

**Note:** Only 30 gallons can be dispensed for gas and 100 gallons of diesel for the buses.

### ***CAMPUS VEHICLE ACCIDENT REPORTING PROCEDURES***

The campus procedure for CVCC faculty and staff to follow in case of an automobile accident is listed below:

- Report the accident to the local authorities by dialing 911.
- Obtain name and address of other driver, insurance information, license number of the other car, details of accident and names and addresses of witnesses.
- Do not discuss details of the accident with anyone but the investigating officer. Make no admissions of responsibility or offer payments.
- Contact the CVCC Security Chief, 334-291-4950 or 706-325-3667. If no answer, contact one of the following.
  - Security staff 334-214-4850 or 334-540-2212,
  - Dean of Students and Campus Services, 334-291-4928.
  - You may also call 334-291-4900 to request assistance during office hours.
- The Security Chief will contact **University Agency Inc.** at **334-887-6569** to report the accident. If an accident occurs after normal work hours, the Security Chief will **1-888-252-4626** to report emergency claims.

**Note:** The insurance will be in the vehicle to be produced as proof of insurance when requested by police.

## **VEHICLE CHECKLIST**

The Security staff will perform a visual inspection of an assigned vehicle before it leaves campus. A detailed inspection list is at the end of this procedure manual.

## **VEHICLE INVENTORY**

A detailed campus vehicle inventory is maintained by the Security Chief. The Security Chief will maintain data information and update as needed.

## **VEHICLE MAINTENANCE**

Regular preventive maintenance on campus vehicles is scheduled by the Security Chief. The Security Chief will schedule the required maintenance on a reoccurring cycle to ensure reliable service and extend the life of the vehicles. All repairs will be documented by the Security Chief in the Vehicle Maintenance Log. Required preventive maintenance is listed below:

### **Scheduled Vehicle Maintenance**

Different car models will give different performances. This maintenance will vary. Every car or bus in the CVCC fleet comes with a maintenance schedule in the owner's manual or repair manual. Listed below is a general car maintenance checklist used to plan preventive maintenance on the CVCC fleet of vehicles.

*Check the following each time a vehicle is serviced:*

**Fluid levels** – Engine oil, coolant, radiator water, wiper fluid, power steering fluid, brake fluid, clutch fluid (manual transmission car), gear fluid;

**Tire** – Tire pressure, thread wear, cuts in sidewall, or uneven; it is recommended to maintain tires at the right pressure written in the user's manual. Good balancing of the tires and wheels can give you a longer lifetime of the tires;

**Wiper** – Common wiper made of rubber; during the summer, vehicle windshields become hot and will slowly wear out wipers;

**Battery** – Check battery terminals for corrosion; clean them if warranted. Check water level; add distilled water if warranted (Note: use extreme caution; use protective gear).

### **Car maintenance at 3,000 miles:**

- ✓ Replace engine oil and filter.
- ✓ Check hoses for leaks or bulges, wiper blades, battery terminals and cables for corrosion, and battery water level (for non-maintenance free battery).

***Car maintenance at 7,500 miles:***

- ✓ Service battery
- ✓ Rotate and balance tires
- ✓ Check brake pad wear

***Car maintenance at 15,000 miles:***

- ✓ Replace engine oil and filter
- ✓ Flush and re-fill transmission fluid and replace transmission filter
- ✓ Replace air filters and fuel filters
- ✓ Replace PCV and breather element
- ✓ Replace carbon canister filter
- ✓ Lubricate doors, locks, hinges, e-brake or hand brake
- ✓ Check car alignment
- ✓ Check CV joint boots
- ✓ Service battery and brakes if needed

***Car maintenance at 30,000 miles:***

- ✓ Replace engine oil and filter
- ✓ Flush and replace radiator coolant
- ✓ Flush and refill brake fluid
- ✓ Replace air filters and fuel filter if it is dirty
- ✓ Replace distributor cap, rotor, and wires (for older car model)
- ✓ Replace spark plugs
- ✓ Replace differential/transfer case fluid
- ✓ Inspect exhaust system
- ✓ Replace cabin air filter

***Car maintenance at 60,000 miles***

- ✓ Replace engine oil and filter
- ✓ Flush and refill power steering fluid
- ✓ Replace timing belt or chain
- ✓ Replace radiator hoses if not in good condition

**CHATTACHOOCHEE VALLEY COMMUNITY COLLEGE**

**STATE VEHICLE LOG FORM**

Department \_\_\_\_\_ Driver \_\_\_\_\_

Vehicle # \_\_\_\_\_ Tag # \_\_\_\_\_

Destination \_\_\_\_\_

**Vehicle Picked Up:** \_\_\_\_\_  
Date Time

Odometer Reading \_\_\_\_\_

**Vehicle Returned:** \_\_\_\_\_  
Date Time

Odometer Reading \_\_\_\_\_

Comments (any mechanical or other problems, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I assume responsibility for the safe operation of this vehicle.**

\_\_\_\_\_  
Printed Name Signature

\_\_\_\_\_  
Date

**ALL OCCUPANTS ARE REQUIRED TO WEAR A SEATBELT.**



## Vehicle Inspection Checklist

**Date:** \_\_\_\_\_

**Mileage:** \_\_\_\_\_

	Satisfactory	Needs Service	Comments
1. Check for any Leaks (i.e. Oil, water, hydraulic fluids etc.)			
2. Check oil, coolant, power steering level			
3. Check fan belts, hose			
4. Check battery			
5. Check tires for wear and proper air pressure			
6. Check all lights			
7. Check turn signals			
8. Check horn			
9. Check windshield wipers			
10. Walk around vehicle to check for damages			
11. Start vehicle and listen for any unusual noise			
12. Verify that the automobile insurance card is in the glove compartment			