Policy Name: Motor Vehicle Use Policy

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Policy:
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MOTOR VEHICLE USE POLICY

SECTION 1. SCOPE OF POLICY.
Scope. Western New Mexico University’s ("WNMU’s") Motor Vehicle Use Policy governs the use and maintenance of all WNMU vehicles by all salaried and non-salaried public officers and employees of WNMU, its branch campuses and off-campus centers.

SECTION 2. DEFINITIONS.
As used in this policy, the following definitions apply:
A. "Authorized driver" means a WNMU public officer or employee who holds a current, valid license to operate a motor vehicle in New Mexico and who has complied with all provisions of Section 3 of this policy.
B. "Authorized passenger" means a public officer or employee of WNMU or any other person accompanying a public officer or employee of WNMU in a WNMU vehicle in furtherance of official WNMU business, not to include children.
C. "Designee" means the [President, Vice President of Academic Affairs, Vice President of Business Affairs, Vice President of Student Affairs, or department head].
D. "Employee" means any person who is in the employ of WNMU and whose salary is paid either completely or partially from public money. This does not include work study students or graduate assistants.
E. "Governing board" means the Board of Regents of Western New Mexico University.
F. "Western New Mexico University (WNMU)" means the main campus and off-campus centers of WNMU.
G. "WNMU vehicle" means a motor vehicle designed primarily for passenger use which is the property of WNMU.
H. "Department vehicle” means a motor vehicle assigned to a specific department.
I. "Public Officer” means every elected or appointed officer of WNMU including, but not limited to:
   1. all WNMU board, advisory board, committee and commission members elected or appointed to a board, advisory board, committee or commission specifically authorized by law or validly existing as an advisory committee pursuant to Section 9-1-9 NMSA 1978; and
   2. all members of WNMU advisory boards, committees or commissions lawfully appointed by the judicial or legislative branch of state government or by the governing board of WNMU.

SECTION 3. VEHICLE OPERATOR PRIVILEGES.
A. Vehicle Operator Privileges. WNMU vehicle operator privileges for university vehicles, except buses, will be available to public officers or employees of WNMU who possess a current valid New Mexico driver’s license to operate a motor vehicle in New Mexico and who have completed the defensive driving course prescribed by the governing board or its designee. Operation of WNMU buses require public officers or employees of WNMU to
possess a current Commercial Driver’s Licensee (CDL); they are not required to take the
defensive driving course. In special cases, students may also be allowed to have operator
privileges, but must also comply with the items listed in this section and must be
accompanied in the vehicle by a WNMU employee or public officer at all times with the
exception of the Mailroom student workers.

1. The driver must submit a copy of his or her Defensive Driving Certificate or CDL to
   the Office of Business Affairs. Should this be campus police first???

2. WNMU offers a defensive driving course for WNMU officers or employees on a
   limited basis. Defensive Driving Certificates must be renewed at least every four years
to remain effective.

3. In cases of special need, the governing board or its designee may allow an officer or
   employee who has not completed a defensive driving course to drive a WNMU
   vehicle. Authorization must be in writing and must be obtained before such a person
drives a WNMU vehicle. (Campus Police states that this policy is not correct)A
   maximum of 2 waivers per individual will be allowed.

B. Loss of License. WNMU vehicle operator privileges are invalid upon revocation,
suspension or expiration of a WNMU officer or employee’s license to operate a motor
vehicle in New Mexico. An authorized driver must report the suspension or revocation of
his or her license by the State of New Mexico to the governing board or its designee. If
notice of revocation, suspension or expiration is given to the governing board’s designee,
the designee must report the revocation, suspension or expiration to the governing board.

C. Compliance. The governing board or its designee may suspend or revoke an authorized
driver’s WNMU vehicle operator privileges for failure to comply with any provision of
this policy. The governing board or its designee will notify an authorized driver when his
or her WNMU vehicle operator privileges have been revoked.

SECTION 4. VEHICLE EXPENSES

A. Rates for Use. The following rates will be charged to the account number listed on the
   Travel Request and Vehicle Request form for each mile traveled in WNMU vehicles
   except for the Mailroom and exempt vehicles:
   1. for use of car, compact to sedan, the rate is .32 per mile;
   2. for use of a van, mini to 15-passenger, the rate is .36 per mile; and
   3. for use of a bus, the rate is .95 per mile for athletic use and .95 per mile for non-
      athletic use.

B. Fuel Expenses.

   1. Each WNMU vehicle will have an exclusive gas card assigned to it for refueling
      purposes. Cards may be obtained by contacting the Business Office??? or MRM. All
      fuel expense will be charged to the departments.

C. Maintenance and Repair.

   1. Repair expenses for all WNMU vehicles will be charged directly to the Motor Pool
      and not to the departments.
SECTION 5. DEPARTMENT VEHICLE USE.

A. Responsibilities. In cases where a department demonstrates the need to have a WNMU vehicle assigned to it, the department must comply with the following items:

1. The head of the department will be responsible for ensuring the driver(s) comply with Section 3.

2. Once a month, the Physical Plant department will obtain readings for each department vehicle in order to calculate the mileage charge to the department for the month. It is the department’s responsibility to report mileage to the Business Office for charges that may belong to another department. Charges must be submitted no later than the 15th of the following month. For example, if a department A lends its vehicle to department B and department B drives the vehicle 100 miles, it is department A’s responsibility to report this amount to the Business Office.

3. Vehicles are to be used only in the furtherance of university business. Vehicles are not to be used for personal errands, nor should they ever be taken home unless written authorization from the appropriate Vice President is on file at the Physical Plant Office.

4. The department will be responsible for delivering the vehicle to and from the Physical Plant department for routine maintenance. If the department does not deliver the vehicle as scheduled, the maintenance department will pick it up and assess the department a $25.00 fee.

5. Scheduled appointments for cleaning of the vehicle should be made with the Physical Plant department on a monthly basis. The department will be responsible for delivering the vehicle to and from the Physical Plant Office for cleaning. If the department does not deliver the vehicle as scheduled, the Physical Plant department will pick it up and assess the department a $25.00 fee.

SECTION 6. VEHICLE CHECK-OUT.

A. Vehicle Request Form. A public officer or employee of WNMU may request to use a WNMU vehicle when traveling on WNMU business by completing a vehicle request form or student authorization vehicle request form available from the Office of Business Affairs. The vehicle request form must refer to the travel request number and be approved by the governing board or its designee. The public officer, employee or appointee requesting the vehicle must make vehicle reservations. For a discussion of travel policies and procedures, see the WNMU Travel Policy. The signature of the chairperson of the governing board or his or her designee indicates approval. Motor Pool personnel are not authorized to issue or approve vehicle request forms. See Appendix A for a sample vehicle request form and Appendix B for a sample student authorization vehicle request form.

1. WNMU vehicles must be picked up and returned at the time stipulated on the travel and vehicle request forms. If a vehicle is not picked up at the scheduled time and requires check out of the vehicle during off hours, a $25.00 fee will assessed to the account number for which the travel is being taken.
2. The authorized driver must sign for the WNMU vehicle and packet (keys, gasoline credit card, fuel station listing, credit card procedure, registration, insurance card, mileage ticket and emergency numbers).

B. **Vehicle Assignments.** The WNMU Motor Pool assigns vehicles. Motor Pool personnel will not assign a WNMU vehicle without an approved travel request form as well as an approved vehicle request or student authorization vehicle request form. Requests for specific vehicles will not be honored.

C. **Confirmation.** Advance reservations are encouraged and should be confirmed the day before departure in order to ensure vehicle availability.

**SECTION 7. OCCUPANCY OF VEHICLES.**

A. **Authorized Use.** Except as provided in subsections C through E, WNMU vehicles may be occupied only by authorized drivers and authorized passengers. Public officers and employees of WNMU are authorized to use WNMU vehicles only in the furtherance of official WNMU business.

B. ** Unauthorized Use.** Except as provided in subsection C through E, a public officer or employee of WNMU who permits a WNMU vehicle to be driven by an unauthorized driver or who transports or permits the transportation of an unauthorized passenger shall have his or her WNMU vehicle operator privileges suspended or revoked and may be held personally liable to the extent permitted by law for any liability for any personal injury, death or property damage arising out of the unauthorized use or occupancy of the WNMU vehicle.

C. **Special Need.** In cases of special need, the governing board or its designee may authorize a person who would not qualify as an authorized passenger to drive or occupy a WNMU vehicle. The authorization must be in writing and must be obtained before such person drives or occupies a WNMU vehicle.

D. **Emergency Aid.** Nothing in this section shall be construed to prohibit the use or occupancy of a WNMU vehicle to render emergency aid or assistance to any person.

E. **Use by Mechanics.** Nothing in this section shall be construed to prohibit the use or occupancy of WNMU vehicles by private sector automobile mechanics or other maintenance or repair personnel during the course of performing required maintenance or repairs.

**SECTION 8. INTOXICATING LIQUOR, DRUGS AND TOBACCO PRODUCTS.**

A. **Use of Liquor, Drugs and Tobacco Products Prohibited.** A public officer or employee of WNMU may not drive a WNMU vehicle while under the influence of intoxicating liquor or illegal drugs nor may he/she smoke any tobacco products while in the vehicle.

B. **Penalty for Traffic Citation.** A public officer or employee of WNMU who receives a traffic citation for driving a WNMU vehicle while under the influence of intoxicating liquor or drugs will have his or her WNMU vehicle operator privileges suspended or revoked by the governing board or its designee. Any passengers who are authorized drivers may also have their WNMU vehicle operator privileges suspended or revoked.
C. **Penalty for DWI Conviction.** A public officer or employee of WNMU who is convicted of driving a WNMU vehicle while under the influence of intoxicating liquor or drugs may be terminated from employment at WNMU. Any public officers or employees of WNMU who were passengers in the vehicle also may be terminated from WNMU employment where it is shown that such officers or employees knew or should have known that the driver was under the influence of intoxicating liquor or drugs and did not take reasonable action to prevent the driver from driving the vehicle.

**SECTION 9. TRAFFIC LAWS AND SEAT BELTS.**

A. **Traffic Laws.** The failure to obey any applicable traffic law while driving or occupying a WNMU vehicle may result in suspension or revocation of the WNMU vehicle operator privileges of all authorized drivers, as described in Section 2.A., in the vehicle.

B. **Seats Belts Required.** All occupants of WNMU vehicles must wear seat belts. The failure of any person to wear a seat belt while driving or occupying a WNMU vehicle may result in the suspension or revocation of the WNMU vehicle operator privileges of all authorized drivers, as described in Section 2.A., in the vehicle.

C. **Responsibility for Traffic Citations.** A public officer or employee of WNMU who receives a traffic citation or parking ticket while using a WNMU vehicle will be personally responsible for the citation or ticket.

**SECTION 10. CARE OF VEHICLES - ACCIDENTS - LIABILITY.**

A. **Care of Vehicle.** Prior to using a WNMU vehicle, a public officer or employee of WNMU shall determine that all tires are inflated properly and are not excessively worn and that the brakes, lights, windshields wipers, seat belts and steering are functioning properly. If unsafe conditions are noted, the maintenance department is to be notified immediately and the vehicle must not be driven. Refer to the emergency numbers in the packet for assistance.

B. **Fueling of Vehicle.** Prior to returning the vehicle, the public officer or employee must refuel the vehicle. Vehicles that are not returned with a full tank of gas will have the account to which the Travel Request was executed charged a $25.00 refueling service fee.

C. **Leaving the Vehicle.** A public officer or employee of WNMU will turn off the ignition, close all windows, and lock the doors and trunk of a WNMU vehicle whenever the vehicle is left unattended. Vehicles should be cleaned of items not belonging in the vehicle (trash, personal items, etc).

D. **Liability for Loss or Damage.** A public officer or employee of WNMU will not abuse or misuse a WNMU vehicle. A public officer or employee of WNMU may be assessed for the loss or damage of a WNMU vehicle if the loss or damage was caused by:

1. driving while under the influence of intoxicating liquor or drugs; or
2. reckless driving.

E. **Penalty for Negligence.** The WNMU vehicle operator privileges of a public officer or employee of WNMU may be suspended or revoked by the governing board or its designee if a WNMU vehicle is damaged or destroyed due to the negligence of the
WMNU officer or employee. Other disciplinary action may be taken at the discretion of the governing board or its designee.

F. **Accidents.** If involved in an accident resulting in bodily injury or property damage, a public officer or employee of WMNU shall notify the Business Affairs Office by telephone and submit a complete accident report by the next working day. Failure to comply with this subsection may result in suspension or revocation of the WMNU vehicle operator privileges of all authorized drivers, as described in Section 2.A., who were in the vehicle at the time of the accident. See Appendix C for a copy of an accident report.

**SECTION 11. MECHANICAL OR OPERATIONAL FAILURE.**

A. **Mechanical or Operational Deficiencies.** Mechanical or operational deficiencies that occur while a WMNU vehicle is being used for official WMNU business will be corrected in accordance with this section. In no case will an officer or employee of WMNU continue to operate a WMNU vehicle if continued operation could endanger any person or property.

1. **Minor Repairs.** Minor necessary repairs, including towing, that do not exceed $100 dollars shall be ordered and paid for by WMNU as described in Section 13-B.

2. **Major Repairs.** Whenever the estimated cost of repairs or adjustments exceeds $100, the WMNU officer or employee shall notify the WMNU Motor Pool during working hours or refer to the packet for emergency phone numbers after hours.

**SECTION 12. VEHICLE RETURN.**

A. **Immediate Return Required.** Immediately upon completion of a trip, the authorized driver must return the WMNU vehicle. WMNU vehicles may not be kept overnight following a trip.

B. **Return During Business Hours.** Whenever a WMNU vehicle is returned during regular business hours, the WMNU officer or employee shall report vehicle defects to the WMNU Motor Pool.

C. **Return After Business Hours.** When it is necessary for an officer or employee of WMNU to return a WMNU vehicle before or after normal working hours, the officer or employee will:

1. park the WMNU vehicle in the area designated for non-duty hour turn in;
2. record the odometer reading and the time of the turn in on the slip in the packet;
3. note any mechanical or operational deficiencies or needed adjustments;
4. close all windows and lock the WMNU vehicle; and
5. deposit the vehicle packet in the mail slot provided at the maintenance department.

**SECTION 13. GASOLINE AND OTHER RELATED PURCHASES.**

A. **Credit Card Issuance.** The Office of Business Affairs may issue a WMNU gasoline credit card to an authorized driver after the authorized driver has checked out a WMNU vehicle. The authorized driver must sign for the credit card and will be responsible for the credit card until it is returned to the Motor Pool. See Appendix D for a copy of the
Gasoline Credit Card Policy.

B. **Credit Card Use.** WNMU gasoline credit cards may be used only for the following purposes:
   1. gasoline and oil for the WNMU vehicle assigned to the authorized driver; and
   2. minor repairs and towing as described in Section 11 of this policy.

If a WNMU credit card is issued to an authorized driver, all of the operating costs of the WNMU vehicle listed above must be paid with the WNMU credit card.

C. **Receipts Required.** A public officer or employee of WNMU will retain the receipt or customer copy of each credit card purchase of minor repairs described in Section 11 of this policy. The receipts must be returned along with the credit card at the time the WNMU vehicle is returned. In situations where the WNMU gasoline credit card cannot be used, such as travel outside of the country, the cost of gasoline, oil or minor repairs, will be reimbursed to the authorized driver by WNMU as long as corresponding receipts are presented.

D. **Refueling.** Whenever possible, a public officer or employee of WNMU will use self service fuel pumps when refueling WNMU vehicles. Public officers and employees of WNMU are further encouraged to use ethanol blended gasoline when available.

E. **Return Before or During Business Hours.** Immediately upon completion of a trip, the authorized driver must return the WNMU gasoline credit card and necessary receipts to the Motor Pool.

F. **Unauthorized Credit Card Use.** An officer or employee of WNMU will prevent the unauthorized use of a WNMU credit card. All or any part of the costs incurred through the unauthorized use of a WNMU gasoline credit card may be assessed against the officer or employee to whom the card was issued. In addition to any disciplinary action that may be taken by WNMU, an authorized driver may have his or her WNMU vehicle operator privileges suspended or revoked. Unauthorized use of a WNMU gasoline credit card includes the purchase of gas or oil for privately owned vehicles, food, liquor or personal items.

**SECTION 14. USE OF PERSONAL VEHICLES FOR OFFICIAL BUSINESS.**

The governing board or its designee may authorize a public officer or employee of WNMU to use a personal or other private vehicle for official WNMU business if the officer or employee has a current, valid license to operate that vehicle in this state. Mileage accrued in the use of a private vehicle shall be paid in accordance with WNMU’s Travel Policy.

**SECTION 15. EFFECTIVE DATE.**

The Motor Pool Vehicle Use Policy shall become effective May 1, 2003.

**Procedures:**

None