

## **PPO Vehicle Use Procedure**

- University-owned vehicles are for University business only. No one in PPO may put a vehicle to personal use; no one in PPO may lend a state vehicle to others for their personal use. No one in PPO may drive a state vehicle off University property except as necessary.
- No one may use a state vehicle unless in possession of a driver's license that is valid for use in the State of New Jersey. The driver is responsible for having a CDL for some of our equipment. It is the driver's responsibility to maintain a valid driver's license and to notify the supervisor if a license has lapsed, or is revoked or suspended.
- Users of state vehicles are to exercise caution and drive safely at all times. Drive at or below speed limits. Stay alert. Drive defensively. Observe all driving regulations.
- Users are to check the condition of the vehicle before operating. If anything appears to be wrong or broken, report it at once to your supervisor. Report suspicious or unsafe conditions to your supervisor.
- Check the oil and fuel levels before use and check fuel level intermittently thereafter. Refill as needed. Report to the supervisor the appearance of a "check engine" or "oil" light, or any alarm indicator.
- Report any accident to Public Safety as soon as possible. Inform immediately if anyone might need medical attention. You must also inform your supervisor of any vehicular accident.
- Users who abuse state vehicles are subject to disciplinary action and are liable for damages.
- Clean the vehicle's cab/passenger compartment and (if applicable) utility compartment before retiring the vehicle for the day. Dispose of all trash whether bagged or loose before going to lunch, taking a break, or retiring the vehicle for the day.
- We strongly discourage smoking in any state vehicle. If a non-smoker accompanies you; however, smoking is forbidden.
- Avoid driving on walkways. If driving on walkways is necessary, drive slowly, with extreme caution, and yield to pedestrians.
- Never leave a running vehicle unattended. Driving on walkways is applicable with authorization only.
- Pull off the road and park before using telephones or two-way radios.

## **Parking at Buildings**

The parking rules have a purpose, and the University has determined that we will follow and support those rules. Any Facilities employee that does not adhere to the parking rules will be ticketed and towed.

- No parking is allowed at any building pedestrian entrance.
- Employees must use service entrances or park in legal parking spaces only.
- Building aprons are off limits.

Facilities Management and all Supervisors will strictly enforce all parking rules and take disciplinary action against those employees who violate the rules.

## **Parking on the Athletic Field Entry Circle**

The Athletic Field Entry Circle has been designated as a “No Parking Zone” in order to accommodate the commuter drop off for the NJ Transit buses. No one is allowed to park on the Circle, including Facilities Custodial Workers when swiping in or out at the Science Building.

The Campus Police Department will have any cars parked on the Circle towed away, and violators will find it expensive and inconvenient to retrieve their vehicles.

## **Vehicles**

- All PPO employees are to follow the rules and respect the importance of road safety (i.e. speeding, parking, compliance with signs, etc.). PPO employees are to set a good example for the rest of the University.
- PPO employees are to use loading docks and service entrances where available. Parking on a building’s front apron blocks pedestrian traffic, looks unsightly, and often damages or stains the points of first impression.
- Be careful not to block access or parking for the handicapped, or pedestrian walkways with vehicles or equipment.

We are always trying to improve both the image of the Physical Plant Operations and that of the entire University. Little things can mean a lot either to enhance or detract.

## **Traffic Safety**

Employees of the PPO Department must set an example for the rest of the University to follow when it comes to traffic safety. Our staff members cannot ignore stop signs, speed or fail to follow other traffic laws and rules of safety. If we set a bad example in road safety, many people on campus

will be happy to follow our lead or use it as an excuse. This makes it all the more important that we set a good example.

If the Police issues a PPO employee a citation for violation of a traffic law, the following policy will be applicable:

- PPO employees will be personally responsible even when they are using a state vehicle
- The PPO employee would be required to pay any fines
- The violation would be entered the employee's record, and most likely the employee's personal vehicle insurance would become more expensive
- Employees violating traffic safety may also be subject to disciplinary action