

**HUSTON-TILLOTSON UNIVERSITY  
DEPARTMENT OF CAMPUS SAFETY AND SECURITY**

**USE OF UNIVERSITY MOTOR VEHICLES Procedures**

University vehicles, regardless if they are owned, leased, or rented, are to be used exclusively for official University business. **Use of University vehicles for personal use is strictly prohibited.**

**All business use of vehicles must be approved by the appropriate unit Vice-President.**

Operators of University vehicles are required to possess a valid driver's license, and have completed the Alert on-line driving course. A good driving record is defined as "All drivers with valid and correct classifications of driver's license are eligible to drive HT vehicles for HT business."

The assigned driver is responsible for operating the vehicle in accordance with all vehicle, parking, and traffic regulations. The assigned driver will be held responsible at their expense for resolving all traffic, parking citations, or toll violation issued while the vehicle is assigned to an individual's control.

**A. General**

All ground transportation originating out of Huston-Tillotson University will be arranged through the Department of Campus Safety.

**B. Reservation**

Campus vehicles are reserved on a first-come, first served basis. In order to reserve a campus vehicle, email the Campus Safety, [campussafety@htu.edu](mailto:campussafety@htu.edu) at 505-3010 or 505-3011. Telephone calls to inquire about tentative vehicle availability are accepted, but the **vehicle will not be reserved until receipt of a completed request form.**

Once submitted, you will receive notification from Campus Safety indicating if a vehicle is available. Campus Safety tries to accommodate all requests, but due to increased demand for these vehicles (especially vans) it may be necessary for the requesting department to rent a vehicle.

A reservation may also be made by completing the vehicle requisition form that is posted on the Campus Safety page of the HT website. The following information must be provided to reserve a vehicle:

- a. Department, contact person(s), and extension
- b. Name(s) of the vehicle operator
- c. Driver License number
- c. Date(s) vehicle is requested
- d. Pickup and return dates and times
- e. Destination
- f. Purpose of Trip (please detail)
- g. Supporting Documentation (Travel-Training Request Form, Event Agenda)

In order to maximize the use of this fleet, every effort should be made to notify the Campus Safety Office of any schedule change requiring cancellation of a reserved vehicle.

**B. Operator Requirements**

All drivers of University vehicles must be 18 years or older, have a valid driver's license, a good driving record. All drivers must complete the **on-line Alert driving course** as specified by the University before you are allowed to drive a campus vehicle.

Instructions for taking this course can be obtained through the Campus Safety Office.

C. **Check Out and Return Procedure**

Vehicle(s) are checked out from the Campus Safety Office and requires a 5 day advance notification. The operator (s) should arrive 10-15 minutes prior to the requested pickup time. Before any campus vehicle departs campus it will inspected by the driver and a Campus Safety officer (in order to document the physical condition of the vehicle), and to record the beginning miles. Upon return, the operator along with Campus Safety will perform an after vehicle use inspection and record the ending miles. Vehicles returned after normal work hours are to be parked along the curb side spaces in front of the Davage-Durden Student Union Building secured and keys left with the Campus Safety Officer at the Main Gate. University vehicle cannot be parked overnight at a private residence prior to or at the conclusion of the trip.

D. **Department Responsibility**

- a. The vehicles are equipped with a full tank of fuel prior their departure and is required to be filled upon return.
- b. Return the vehicle in clean condition. It's the driver's responsibility to remove all debris and personal effects upon returning the vehicles.
- c. It is the driver's responsibility to report any unsafe conditions that need repair on to Campus Safety

E. **Vehicle Accidents**

The operator of the vehicle must report the accident to the authorities in the jurisdiction in which the accident occurred. HT Campus Safety Department must be notified immediately by calling the Main Gate at 505-3010.

Depending on the jurisdiction a copy of the police report must be forwarded to the Department within 48 hours of the accident. The operator of the HT University owned vehicle used and involved in the accident must fill out a University Accident Report form.

F. **Additional Passenger Van Restrictions**

Fifteen and twelve passenger vans require a higher level of operator control due to the weight distribution of the passengers and the high center of gravity which makes these vehicles more difficult to control, including longer stopping distances and a higher propensity to rollover than the average vehicle. To help reduce the likelihood of a serious accident involving fifteen and/or twelve passenger vans, in addition to the requirements for all operators of motor vehicle, the following restrictions will apply:

- a. The back seat is removed from all fifteen passenger vans.
- b. The maximum capacity of a passenger van is limited to 15 people, including the driver.
- c. Roof racks may not be used for transporting cargo. In-vehicle storage is limited and is not allowed above seat level.
- d. The front seat passenger should be designated to assist the operator in safely backing up the van, the designated assistant will exit the van and provide direction.
- e. Use of seatbelts by the operator and passengers is mandatory.