



<b>POLICY NAME</b>	Fleet Vehicle Usage Policy	<b>POLICY NO.</b>	BA424
<b>APPROVING BODY</b>	President/Cabinet	<b>VERSION NO.</b>	01
<b>RESPONSIBLE DEPARTMENT</b>	Business Affairs - Facilities & Operations		
<b>EFFECTIVE DATE</b>	15-DEC-2014	<b>REVIEW/REVISION DATE</b>	12-SEP-2024

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## **PURPOSE:**

The following Vehicle Use Policy is provided as a directive regulating the use of all Western New Mexico University "WNMU" vehicles.

## **POLICY:**

### **SECTION 1. SCOPE OF POLICY.**

Western New Mexico University's ("WNMU's") Fleet Vehicle Use Policy governs the use and maintenance of all WNMU vehicles by all salaried and non-salaried public officers and employees of WNMU.

### **SECTION 2. DEFINITIONS.**

As used in this policy, the following definitions apply:

1. **"AUTHORIZED DRIVER"** means a WNMU public officer or employee who holds a current, valid license to operate a Fleet vehicle in New Mexico and who has complied with all provisions of Section 3 of this policy.
2. **"AUTHORIZED PASSENGER"** means a public officer, employee of WNMU in the furtherance of official WNMU business or students participating in authorized events.
3. **"DESIGNEE"** means the President, Vice President of Academic Affairs, Vice President of Business Affairs, Vice President of Student Affairs, or department head.
4. **"EMPLOYEE"** means any person who is employed by WNMU and whose salary is paid either completely or partially from public money. This does not include work study students or graduate assistants.
5. **"GOVERNING BOARD"** means the Board of Regents of Western New Mexico University.
6. **"WESTERN NEW MEXICO UNIVERSITY (WNMU)"** means the main campus and off-campus centers of WNMU.
7. **"WNMU VEHICLE"** means a Fleet vehicle designed primarily for employee use which is the property of WNMU.
8. **"DEPARTMENT VEHICLE"** means a Fleet vehicle assigned to a specific department.
9. **"PUBLIC OFFICER"** means every elected or appointed officer of WNMU, including, but not limited to:
  - a. 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
  - b. 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.
10. **"NEGLIGENCE"** means failure to operate a vehicle in a reasonably safe manner, resulting in damage or personal injuries.
11. **"MISUSE AND ABUSE"** means engaging in a range of behaviors leading to improper use of a vehicle, leading to damage.

### SECTION 3. VEHICLE OPERATOR PRIVILEGES.

WNMU vehicles are provided for official WNMU business and are to be driven by Public Officers or employees of WNMU only in the performance of their duties. All Public Officers or employees of WNMU shall have a valid driver license to operate a Fleet vehicle in the State of New Mexico and must hold a defensive driving certificate issued by the State of New Mexico General Service Department "GSD" or designee.

1. **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 Fleet vehicle in the State of New Mexico and who has successfully completed the defensive driving course offered by GSD or its designee. Operation of WNMU buses requires public officers or employees of WNMU to possess a current Commercial Driver's License (CDL); and 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 public officer or employee of WNMU at all times with the exception of the Mailroom student workers.
  - a. GSD offers defensive driving courses to all public officers or employees of WNMU. Defensive Driving Certificates must be renewed every four years to remain current. Please see:  
<http://www.generalservices.state.nm.us/transportationservices/online/defensive-driving.aspx> for online defensive driving instructions and the Purchasing Department for appropriate process to pay for the online course.
  - b. The public officer or employee of WNMU is responsible for submitting a copy of Defensive Driving Certificates or CDL to the Purchasing Office. The Purchasing Office will maintain a record of all Defensive Driving Certificates and will submit a copy to Human Resources for the employee's record.
2. **LOSS OF LICENSE.** All WNMU Public Officers who have taken defensive driving will have their driver's license number validated by New Mexico GSD weekly for violations of any kind. WNMU vehicle operator privileges are invalid upon revocation, suspension or expiration of a WNMU officer or employee's license to operate a Fleet vehicle in New Mexico. It is the responsibility of the Public Office to report the suspension or revocation of their license by the State of New Mexico to their Supervisor or designee immediately. If notice of revocation, suspension or expiration is given to the Supervisor, the Supervisor must report the revocation, suspension or expiration to the Human Resources Department and Purchasing Office.
3. **COMPLIANCE.** The Purchasing Office or its designee may suspend or revoke an authorized driver's vehicle operator privileges for failure to comply with any provision of this policy. The Purchasing Office or its designee will notify an authorized driver if their WNMU vehicle operator privileges have been revoked.

## SECTION 4. VEHICLE EXPENSES

1. **RATE 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 a WNMU vehicle except for the Mailroom and exempt vehicles:
  - a. for use of car, compact to sedan, the rate is .50 per mile;
  - b. for use of a van, mini to IS-passenger, the rate is .50 per mile; and
  - c. for use of a bus, the rate is \$1.00 per mile for athletic and non-athletic use.
2. **FUEL EXPENSES.**
  - a. Each WNMU vehicle will have an exclusive fleet gas card assigned to each vehicle for refueling purposes only. Fleet cards may be obtained upon pick of vehicle with Facilities. All fuel expenses associated with the respective travel will be charged to the departmental FOAP provided on the Travel Request form.
3. **MAINTENANCE AND REPAIR.**
  - a. Repair expenses for all WNMU vehicles will be charged directly to the Motor Pool and not to the departments.
  - b. A WNMU vehicle requiring repairs due to the driver's negligence will be the responsibility of the driver and **may result in either revocation of driving privileges or other disciplinary action, up to and including termination of employment.**
  - c. Upon return from the designated trip, all WNMU vehicles will be taken off line for a twenty-four (24) hour period, to undergo routine maintenance. Weekends will affect the twenty-four (24) hour off line period, routine maintenance will only occur during business hours Monday through Friday.

## SECTION 5. DEPARTMENT VEHICLE USE.

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 Facilities department will obtain readings for each department vehicle in order to calculate the mileage charged to the department for the month. It is the department's responsibility to report mileage to the Accounting Office for charges that may belong to another department. Charges must be submitted no later than the 15<sup>th</sup> 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 Accounting Office.
3. Vehicles are to be used only in the furtherance of official WNMU 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 with Purchasing and Facilities. For the exemption of all Emergency vehicles. It is the responsibility of the Public Officers to ensure the WNMU vehicle is secured.
4. The department will be responsible for delivering departmental vehicles to and from the Facilities department for routine maintenance. If the department does not deliver the

vehicle as scheduled, the Facilities department will pick up the department and assess the department a \$50.00 fee.

5. Scheduled appointments for cleaning of the vehicle should be made with the Facilities department on a monthly basis. The department will be responsible for delivering the vehicle to and from the Facilities department for cleaning and routine maintenance. If the department does not deliver the vehicle as scheduled, the Facilities department will pick up the vehicle and assess the department a \$50.00 fee.

## **SECTION 6. VEHICLE CHECK OUT.**

1. **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. The vehicle request form must refer to the purchase order number, travel request number, dates of travel and be approved by the Department Supervisor or designee. The public officer or WNMU employee requesting the vehicle must make vehicle reservations with Facilities. The signature of the Supervisor or designee indicates approval. Fleet personnel are not authorized to issue or approve vehicle request forms. See Appendix A for a sample vehicle request form.
  - a. WNMU vehicles must be picked up and returned at the time stipulated on the vehicle request forms and scheduled by Facilities. If the vehicle is not picked up at the scheduled time, dropped off at the scheduled time or requires check out of the vehicle during off hours, a \$50.00 fee will be assessed to the FOAP for which the travel is being taken.
  - b. The authorized driver must sign for the WNMU vehicle and packet. The packet will include the keys, vehicle inspection form, WNMU fuel "gas" credit card, fuel station listing, registration/insurance card, and emergency numbers.
  - c. Vehicle must be returned clean and free of trash. If the vehicle required cleaning by Facilities, a \$50.00 fee will be personally assessed to the driver.
2. **VEHICLE ASSIGNMENTS.** Facilities will assign vehicles. Facilities personnel will not assign a WNMU vehicle without an approved vehicle request form and travel request form.
3. **CONFIRMATION.** Due to the limited availability of vehicles advance reservations are required a minimum of 5 days prior to the trip. Reservations should be confirmed the day before departure in order to ensure vehicle availability.

## **SECTION 7. OCCUPANCY OF VEHICLES.**

1. **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.
2. **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 their 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.

3. **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.
4. **USE BY MECHANICS.** Nothing in this section shall be construed to prohibit the use or occupancy of WNMU vehicles by private sector automobile mechanics, other maintenance or repair personnel during the course of performing required maintenance or repairs.

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

1. **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, illegal drugs nor may they smoke any tobacco products while in the vehicle. This includes vaping and vaping products as well. See WNMU Drugs & Alcohol in the Workplace Policy. Violation of this policy will result in appropriate disciplinary action, up to and including termination or expulsion of a student from WNMU.
2. **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 their WNMU vehicle operator privileges suspended or revoked by the Purchasing Office or its designee. Any passengers who are authorized drivers may also have their WNMU vehicle operator privileges suspended or revoked. Violation of this policy will result in appropriate disciplinary action, up to and including termination or expulsion of a student from WNMU.
3. **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 may also 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.**

1. **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.
2. **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.
3. **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.

4. **LIABILITY, COMPREHENSIVE AND COLLISION.** WNMU Fleet vehicles are insured by POMs and Associates, vehicles are fully covered with comprehensive, liability and collision insurance. This information will be provided to the driver as stated in section 6.

## **SECTION 10. CARE OF VEHICLES – ACCIDENTS – LIABILITY.**

1. **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.
2. **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 \$50.00 refueling service fee.
3. **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 personal items, etc.)
4. **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 who is found to have neglected, abused or misused a WNMU vehicle will be personally assessed a fee for the loss or damage of a WNMU vehicle and may result in either revocation of driving privileges or other disciplinary action, up to and including termination of employment.
5. **PENALTY FOR NEGLIGENCE.** WNMU vehicle operator privileges of a public officer or employee of WNMU may be suspended or revoked by the Purchasing Office or its designee if a WNMU vehicle is damaged or destroyed due to the negligence of the WNMU officer or employee. Other disciplinary action may be taken at the discretion of the governing board or its designee.
6. **ACCIDENTS.** If involved in an accident resulting in bodily injury or property damage, a public officer or employee of WNMU 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 WNMU 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.**

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

- a. **MINOR REPAIRS.** Minor necessary repairs, including towing, that do not exceed \$100 dollars shall be ordered and paid for by WNMU as described in Section 13-B.
- b. **MAJOR REPAIRS.** Whenever the estimated cost of repairs or adjustments exceeds \$100, the WNMU officer or employee shall notify the WNMU Fleet Department during working hours or refer to the packet for emergency phone numbers after hours.

## **SECTION 12. VEHICLE RETURN.**

1. **IMMEDIATE RETURN REQUIRED.** Immediately upon completion of a trip, the authorized driver must return the WNMU vehicle. WNMU vehicles may not be kept overnight following a trip.
2. **RETURN DURING BUSINESS HOURS.** Whenever a WNMU vehicle is returned during regular business hours, the WNMU officer or employee shall report vehicle defects to the WNMU Fleet Supervisor.
3. **RETURN AFTER BUSINESS HOURS.** Prior approval will be required from the Fleet Supervisor, when it is necessary for an officer or employee of WNMU to return a WNMU vehicle before or after normal working hours, the officer or employee will:
  1. park the WNMU 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 WNMU vehicle; and
  5. deposit the vehicle packet in the mail slot provided at the maintenance department.

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

1. **CREDIT CARD ISSUANCE.** Each WNMU vehicle will have a specific vehicle packet containing a fleet credit card specific to the vehicle. The authorized driver will be responsible for the credit card and all charges associated to the credit card. The authorized driver will be personally responsible for any unauthorized charges. Gasoline Credit Card Policy.
2. **CREDIT CARD USE.** WNMU gasoline credit cards may be used only for the following purposes:
  - a. gasoline and oil for the WNMU vehicle assigned to the authorized driver; and
  - b. only with prior approval from the Fleet Supervisor, 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.

3. **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.

4. **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 to use mid-grade gasoline.
5. **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 Fleet.
6. **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 will 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 their 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 Fleet Vehicle Use Policy revision shall become effective July 01, 2024.