

MISSISSIPPI STATE UNIVERSITY

FLEET MANAGEMENT GUIDELINES AND PROCEDURES

October, 2007

1) General

- a) Statement of Purpose: This document exists to promote the safe, legal, and responsible use of vehicles owned or operated for the benefit of Mississippi State University (MSU). The protection of life, property, and the good stewardship of public resources is at stake.
- b) Application: These practices apply to any and all vehicles used for the benefit of MSU that are licensed for travel on public roads.
- c) Enforcement/Consequences: The Vice Presidents will be responsible for enforcement of these practices and shall apply appropriate consequences for failure to comply. Such consequences could range from required training to reduced driving capabilities and may go as far as termination of employment. The degree of consequences shall be based upon the potential risk to life and property.

2) Management

- a) General: The President and all Vice Presidents have reviewed and endorse the vehicle operations and fleet management program. Each Vice President will be responsible for allocating vehicle resources in the most cost effective and efficient manner. They could choose to create a department motor pool wherein vehicles will be checked out on an as needed basis or they may choose to assign specific vehicles to specific individuals or they may choose a combination of the two. The idea should be that the VP has the flexibility to assign the vehicles as they see fit while maximizing the use of the available resources.
- b) For each vehicle owned by MSU, a Vehicle Administrator shall be named. The name and contact information for this individual shall be on file at the department with a copy on file at the Property Office. The Vehicle Administrator will be responsible for ensuring appropriate appearance of the vehicle as well as proper maintenance and proper record keeping as set forth herein. A department may have one Vehicle Administrator responsible for its entire fleet or they may choose to assign each vehicle a different Vehicle Administrator. The basis for this requirement is that unless someone is named as the responsible party, in most cases, nobody will be responsible. The Property Division will provide training to Vehicle Administrators.
- c) No department, shall purchase, rent, lease or acquire any motor vehicle, regardless of the source of funds from which the motor vehicle is to be purchased, except under authority granted by the appropriate Vice President.

- d) Please understand that these are "general" guidelines.
 - i) A full size vehicle does not get great gas mileage and has a higher cost when compared to a mid size or intermediate size vehicle, therefore, full size vehicles would not be the appropriate vehicle to purchase if the intended use is to transport a driver only and occasionally three or fewer passengers to and from appointments, meetings, etc. Requests for full size vehicles must include detailed explanation of the need for the increased size (carrying capacity, towing responsibility, etc).
 - ii) Utility vehicles do not get good gas mileage and have much higher costs when compared to other passenger type vehicles, vans, and pickup trucks; therefore, there are very few situations where a utility vehicle would be the most appropriate vehicle. Transportation of passengers and equipment can normally be accomplished with a passenger van or sedan. Requests for utility vehicles must include a detailed explanation of the need for need of this type of vehicle.
 - iii) Large pick-up trucks (3/4 ton and 1 ton) have much higher purchase and maintenance costs (fuel, etc) and are not appropriate when a smaller vehicle will meet the needs of the agency. Requests for larger trucks should include adequate explanation of the need for the increased size (carrying capacity, towing responsibility, etc).

3) Purchase Decision

- a) The purchase decision should be carefully considered. These guidelines are not intended to stop any department from purchasing a required vehicle but are intended to point out instances where the decision to purchase may not be the best use of the tax and tuition dollar. In most instances, if an individual is traveling less than 15,000 miles per year (in a passenger type vehicle) it is possibly more economical for the department to have the employee drive his/her personal vehicle and have the department reimburse at the current mileage rate. Another option would be to develop a pool whereby low mileage users would have access to an appropriate vehicle.
- b) In many instances where transportation of dignitaries or other officials is required on a non-regular basis, it may be better to rent a full size vehicle or large passenger van for those specific occurrences, rather than purchasing the vehicle and not fully utilizing its capabilities.

4) Records

- a) The department shall maintain proper documentation which provides the intended use of the vehicle and the basis for choosing the vehicle. Such documentation shall show the department made diligent efforts to purchase, rent, lease or acquire a vehicle that is the lowest cost vehicle for its intended use. For each vehicle purchased, the purchasing department shall establish and maintain a file (electronic) which shall include all pertinent information concerning the vehicle (purchase documentation, annual mileage records, maintenance documentation, disposal documentation, etc). Such documentation shall be updated as needed when the intended use of the vehicle or any other facts concerning the vehicle are changed. Departments shall maintain the following information on all MSU owned motor vehicles:
 - i) Location and assignment of vehicles.
 - ii) Identification of employee assigned a vehicle.
 - iii) Purpose for which vehicle is to be used.

- iv) Inventory control number.
- v) Vehicle tag Number.
- vi) Expense report and vehicle log.
- vii) History of repairs and operating expense.
- viii) Tag receipt, and bill of sale.
- ix) Vehicle Administrator
- x) Brand/Make/Model/Year
- xi) Cost per mile (fuel, maintenance)

5) Risk Management

- a) MSU does not purchase physical damage auto coverage for our fleet of vehicles. Rather, in the unfortunate instance when one of our vehicles is damaged, we examine the magnitude of the loss and the ability (or lack thereof) of the unit to cover their own loss. If the department can't, the VP covers it. If the VP can't, the University finds the cash like any other unavoidable expense. The University is considered "self-insured". It has been determined that the cost of insuring the entire fleet would be much greater than the occasional expense associated with repairing our own vehicles.
- b) Liability coverage is afforded under the Mississippi Tort Claims Act which is only applicable while the vehicle is used within the scope and course of one's duties for the University. Within Mississippi the limit is \$500,000 per occurrence. Out of state limits on damages will be subject to the law of the state in which the accident occurs
- c) Workers Compensation will apply as the exclusive remedy to employees injured in a vehicle collision while engaging in the course and scope of one's duties for the university.
- d) Everyone should be aware that "within the scope and course of one's duties for the university" is an extremely important phrase. If a MSU employee went to a grocery store, day care, friend's house or other non-job related site, on their way to a job site, it would be considered "outside the scope and course of one's duties" and therefore, in addition to being a violation of MSU policy and state law, the employee may have some liability. Employees are advised to consider talking to their personal insurance agent to include a "rider" that will provide additional coverage when driving a MSU vehicle.

6) Insurance

- a) Self Insurance Coverage
Mississippi State University is self-insured and has coverage under the IHL Tort Claims Plan. This plan provides protection for tort claims against employees of the named institution subject to terms and limitations established by law. [Click here to view Mississippi State University's self-insurance certificate.](#) (See Appendix K)

b) How to Obtain Additional Insurance Coverage

Additional insurance purchases must be approved by the Office of Risk Management at IHL. Departments must first complete the [Request for Insurance Approval](#) (Appendix K) form. This form, and all relevant policy information, must be sent to Procurement and Contracts at campus mail stop 9718.

c) Frequently Asked Questions

Q: Are students covered on our liability insurance?

A: Yes. They will be covered as long as the person has a valid driver's license, was given permission to drive the vehicle and is traveling for a work-related purpose.

Q: Our department's MSU vehicle was involved in an accident with another MSU vehicle. Will our automobile liability insurance cover the damage?

A: No. The two departments may work out an agreeable solution to pay for all repairs.

Q: Our MSU vehicle was damaged by falling tree limbs. Will MSU's automobile insurance cover these damages?

A: No. This type of damage is not covered by liability insurance.

Q: Will our automobile liability insurance cover MSU vehicles traveling to Mexico for research purposes?

A: No. Our current coverage applies to the United States of America, Canada and Puerto Rico. Additional liability coverage must be purchased to insure a vehicle traveling outside these areas.

7) Accidents

a) All drivers and vehicle administrators should be aware of the correct steps to follow and the proper forms to complete in the case of an accident or other reportable incident.

b) How to Deal with an Automobile Accident

All Mississippi State University inventoried vehicles carry liability insurance coverage. If a MSU vehicle causes injury or damage to a third party, this policy may pay for damages to the third party. The steps below must be followed when an accident occurs:

i) Call Procurement and Contracts (325.2550) to notify them of the accident.

ii) Complete the [Automobile Loss Notice](#) (Appendix K) form. This form is to be filled out by the MSU Department involved in the accident.

iii) Send the completed Automobile Loss Notice form to:

Procurement and Contracts
Campus Mail Stop 9718
525A McArthur Hall
(662) 325-1934

- c) How to Deal with an Accident NOT Involving an Automobile
- Mississippi State University also carries liability coverage through American Federated General Agency (AMFED) for damages caused by weed eaters, mowers, tractors and other non-automotive equipment. The steps below must be followed when an accident occurs involving this type of equipment:
- i) Call Procurement and Contracts (325.2550) to notify them of the accident.
 - ii) Obtain a copy of the police incident report.
 - iii) Complete the Loss Notice (Appendix K) form. This form is to be filled out by the MSU Department involved in the accident.
 - iv) Send the completed Loss Notice form, the police incident report and repair estimates to:
Procurement and Contracts
Campus Mail Stop 9718
525A McArthur Hall
(662) 325-1934

8) Repairs and Replacements

- a) Departments are expected to use available department funds to repair or replace vehicles. If the other party was at fault, a claim against their insurance should be pursued. A claim for compensation for property damage should be filed with the other driver's insurance agent. Disbursement should be in the name of the university and reference the vehicle to be repaired or replaced. If un-insured or uncooperative, the university attorney should be involved. If the department does not have adequate funds to repair/replace the vehicle a letter should be submitted to the Director of Budget and Finance explaining the situation and requesting that funds be made available. The letter must be approved by the appropriate VP.

9) Vehicles

- a) Use
- i) MSU owned motor vehicles are authorized for use in the performance of all travel or tasks that are within the scope and course of the employee's duties and are necessary to accomplish official MSU business, provided that the use is within the rated design capability of the vehicle. Use is not authorized for unofficial travel or tasks, the transport of unauthorized persons or items, or the performance of tasks outside the rated capacity of the vehicle. MSU owned vehicles shall be driven only by MSU employees, students, and other authorized individuals, and used for official MSU business only. Some examples of unauthorized use are but are not limited to:
 - (1) Sightseeing or trips for pleasure unless the trip is part of the official agenda for a business conference.
 - (2) Transporting family members, dependants or friends to school, daycare, medical appointments, social events or other personal activities.
 - (3) Conducting other personal business outside the employee's scope of employment.
 - ii) Only authorized passengers are permitted to accompany authorized employees in MSU vehicles. Non-state individuals such as volunteers, spouses, and children should not be passengers in a MSU vehicle unless they are involved in the conduct of

- business which is in the scope of employment of the authorized employee operating the MSU owned vehicle.
- b) Operating a MSU Owned Vehicle
- i) Only MSU employees, students and other authorized individuals with a valid driver's license may drive a MSU owned vehicle. All drivers will be required on an annual basis to sign a Vehicle Use Agreement, Form MSU-UA - 1. The agreement contains a provision signifying that the driver has been given a copy of the fleet policies and procedures and that he/she understands and agrees to them. The Vehicle Use Agreement also contains space for the driver's license number and it informs the driver of his/her obligation to reveal changes in the status of that license. The document should be kept in the employee file.
 - ii) Whenever a driver of a MSU vehicle has his/her driver's license revoked, restricted, or suspended, the driver is required to immediately notify his/her supervisor.
 - iii) Departments shall avoid allowing employees to travel (as drivers of a vehicle) who are refused use of a MSU vehicle due to an unacceptable driving record. If travel (as drivers of a vehicle) is unavoidable, such drivers may use their personal vehicles and be reimbursed at the state approved mileage reimbursement rate.
 - iv) Departments may want to consider requiring a daily log of all trips for each MSU-owned vehicle. The beginning and ending odometer reading, miles traveled and designation from and to the business location. While perhaps not appropriate in all situations, this type of information can be very helpful in managing a fleet of vehicles
- c) Misuse of MSU owned vehicles
- i) MSU owned vehicles are highly visible to the public and their use is scrutinized. Thus, poor driving manners and inappropriate use reflect on all MSU employees. Operators should exercise prudence and courtesy. If misuse has occurred it is the responsibility of the employee to immediately bring the misuse issue to the attention of the department head. The department head shall report all such instances to the Internal Auditor. The following information should be provided.
 - (1) name, address and telephone number of complainant, if known;
 - (2) summary of complaint;
 - (3) name and address of driver;
 - ii) The neglect or misuse of any MSU owned motor vehicle shall constitute grounds for disciplinary action as well as forfeiture of ability to operate a MSU owned vehicle.
- d) MSU owned vehicle operators are charged with an ethical responsibility to conduct themselves in a professional and prudent business manner. This basically means that the employees should not engage in any activity that would violate the obligation of trust given with the privilege of operating a MSU owned vehicle. Inappropriate activities or misuse include but are not limited to:
- i) Parking any state owned vehicle at a compromising establishment.
 - ii) Exceeding the posted speed limit.
 - iii) Failure to take proper care of the vehicle (washing, vacuuming, routine maintenance).
 - iv) Using the vehicle for personal use.
 - v) Tobacco use in MSU owned vehicles. The use of tobacco products is prohibited in all MSU owned vehicles.

- e) Animals are not allowed in MSU vehicles unless they are transported in the conduct of MSU business or are required by a passenger's disability.
- f) Decals
 - i) No decals, bumper stickers, commercial advertising, or political stickers of any kind may be placed on any MSU owned vehicle without prior approval from the appropriate Vice President.
- g) Firearms
 - i) Firearms are prohibited in MSU owned vehicles unless they are required for the performance of the official job duties necessitating the travel.
- h) Seat Belts
 - i) Drivers operating MSU owned vehicles, and all passengers, are required to wear seat belts being used for MSU business, in or out of state.
- i) Personal Property
 - i) Personal Property in MSU owned vehicles is not insured for loss or damage by MSU. Coverage for these items may be provided by the employee's personal insurance. Drivers are encouraged to discuss such issues with their own insurance representative and should consider the addition of a "rider" on their own policy.
- j) Commuting
 - i) Unless specifically authorized by the appropriate Vice President, drivers are not permitted to use MSU owned vehicles for commuting purposes. Commuting is only authorized when it is the most cost-effective or practical alternative. Any decision to authorize the use of an MSU vehicle for commuting purposes shall be based upon a determination that the university is the main beneficiary of the arrangement, such as in the case of an individual having a vehicle available for emergency response. MSU owned vehicles may not be used in a commuting capacity solely by virtue of an employee's position. A commute vehicle cannot be part of a compensation or administrative package.
 - ii) Commuting shall mean driving a MSU vehicle to and from an employee's work place and residence on a regular basis. Taking a vehicle home one evening to enable an early departure the next day is not considered commuting. If it is determined that a vehicle is needed for commuting purposes, the department shall submit a letter to the Internal Auditor which clearly identifies the vehicle, the employee and the extenuating circumstances which necessitate the authorization for commuting. The letter shall be approved by the appropriate VP prior to submitting to the Internal Auditor. It should be noted that the use of a MSU vehicle for commuting purposes should be considered a taxable fringe benefit.
- k) Fuel
 - i) It is recommended that departments consider the use of the State Contract for Fuel Access Card Services for the acquisition of fuel. The program offers reduced rates on

fuel as well as management reports that provide information to assist the department in better managing its fleet resources. There are a number of locations thru out the state.

- ii) A department may choose to use other forms of purchasing fuel to include but not limited to: regular gas cards (Texaco, Chevron, BP, etc), bulk purchases of fuel, and reimbursement of employees. It should be noted that, as a state entity, MSU is exempt from certain fuel taxes. If a department is using a gas card or is purchasing in bulk, it is the department's responsibility to ensure that all appropriate taxes have been deducted. When reimbursing employees the Department should be aware that their expenses are being inflated by these taxes and this method of fuel purchases should be avoided if possible.
 - iii) Only regular unleaded gasoline or diesel should be used. No higher-octane gas is to be purchased unless it is determined that these fuels are not appropriate for a specific vehicle. If any fuel other than regular unleaded or diesel is used there should be documentation from a reliable third party (vehicle manufacturer, independent testing laboratory, etc) indicating the requirement and this documentation should be placed in the vehicle file. The following is an allowable exception to this section:
 - (1) MSU encourages the use of alternative fuels, including, but not limited to, ethanol or bio-diesel. Each department is encouraged to purchase alternative fuel vehicles and use alternative fuels when it is determined that it would be cost effective and would not cause harm to the MSU property.
 - (2) If a station is out of regular unleaded gasoline or other extenuating circumstances occur, the driver may use other than regular unleaded gasoline.
 - iv) Fuel usage should be reported as set forth in Section 4 Records.
 - v) MSU Transportation Service Station - Gasoline can be purchased on campus at the Transportation Service Station. Contact Everett Kennard at 325-1672 to obtain a pin number to use at the campus service station.
- l) Appearance
- i) It is the department's responsibility to ensure the vehicle represents the University appropriately. Vehicles should be cleaned inside and out as appropriate for the intended use of the vehicle. Passenger vehicles that drive up and down the roads of the university, city and state, obviously would need to be kept cleaner than a truck that is used on a farm in the delta. Common sense should rule. If in doubt, clean it.
 - ii) It is the department's responsibility to ensure that scrapes, dents, and other visible damage is properly repaired. Vehicles should not appear to be in disrepair.
- m) Marking
- i) All State vehicles, owned or leased by MSU, shall have a permanent decal or be painted on both sides of the vehicle in letters at least three (3) inches in height and on the rear in letters not less than one and one-half (1 ½) inches in height, stating the name of the state agency. The marking must be in a color which is in contrast with the color of the vehicle as set forth in Section 25-1-87, Mississippi Code of 1972, Annotated.

- ii) MSU Printing Services will provide and apply Mississippi State University decals to new vehicles free of charge. Replacement decals will be billed to the BANNER account of the respective department.

- n) Title/License Plate
 - i) When the vehicle is purchased, the Auto Dealer applies for the Title by completing a Title Application and sending it to the State Tax Commission, a copy of the Title Application is sent to MSU along with the Invoice. The P&C Invoice Control Clerks remove the Title Application and give it to the Invoice Control Supervisor who enters the information into a spreadsheet. The Title, when received, should be submitted to the Office of Procurement and Contracts, where it will be kept on file until disposal of the vehicle. The Invoice Control Supervisor uses the Title Application and applies for a Tag for the vehicle. When the tag is received the Invoice Control Supervisor notifies the department and department is expected to come and pick up the Tag from P&C.

- o) Maintenance
 - i) Maintenance of MSU property is a vital responsibility when considering the best use of the tax and tuition dollar. All departments are urged to establish a written procedure which shall describe the planned maintenance program for its fleet. This policy shall include mechanisms to assure proper, timely preventive maintenance (oil changes, lubrication, etc) as well as mechanisms to track costs to allow management to make proper decisions concerning the continued operation of the vehicle. At a minimum, departments should follow the manufacturer's recommended maintenance schedule for each vehicle. All maintenance and repairs performed on MSU owned vehicles must be documented and retained for the life of the vehicle. The maintenance and upkeep of fleet vehicles is the responsibility of the Vehicle Administrator to which the vehicle is assigned. Departments are encouraged to develop a specific vehicle maintenance procedure or schedule for each class of vehicles operated. The Vice President shall enforce the procedures and schedules to ensure routine service is completed as scheduled.

 - ii) Vehicle Warranty Tracking
 - (1) The Vehicle Administrator shall track vehicle and parts warranties to achieve maximum savings on maintenance and repairs. A good warranty tracking system can prevent MSU from paying for repairs or parts that are still covered under manufacturer warranties.

 - iii) Monthly vehicle Checks - The Vehicle Administrator is responsible for ensuring the monthly checks of:
 - (1) Engine fluid levels.
 - (2) Radiator coolant level
 - (3) Windshield washer fluid level
 - (4) Turn signal/hazard flasher operation
 - (5) Air Condition – run for 15 minutes each week (even in winter) to keep system and seals lubricated

- (6) Automatic transmission fluid level
- (7) Brake tension and condition
- (8) Hose condition
- (9) Power steering fluid level
- (10) Tire pressure, to include the spare tire
- (11) Air cleaner
- (12) Tire wear
- (13) Battery connections
- (14) Inspection sticker, current

iv) Each department shall schedule and complete the annual state inspection at a state approved maintenance facility for each vehicle assigned to their agency.

v) Periodic safety inspections should also be completed on a regular basis as needed. Safety inspections should be completed not less than once every 3000 miles. See Inspection Checklist (Appendix F) for a guide on the areas to consider during the inspection.

p) Emergency Equipment

i) Vehicles should be equipped with appropriate emergency equipment for use in the event of mechanical failure, crash, or other circumstance that results in a disable vehicle. Items may include but are not limited to: warning triangles, first aid kit, fire extinguisher, water, blankets, and other equipment depending on vehicle type and use.

q) Vehicle Modifications

i) Modifications such as radio equipment, towing equipment, security devices, navigational devices, etc. shall only be installed by a qualified individual. The items being added or modified should not detract from the performance or safety of the vehicle. The Vehicle Administrator shall ensure that a list of all such modifications, including the date work was completed and the cost of the modification, are included in the vehicle file.

10) Driver Qualifications

All employees must have a valid Mississippi driver's license, or a valid driver's license from a contiguous state (MS Code § 25-9-153).

- a) Other authorized drivers must have a valid driver's license issued in the state or country of residency. An International Driver's Permit from the country of residence must also be required of drivers possessing a valid license from another country. Likewise, university personnel traveling abroad should obtain an International Driver's Permit prior to travel.
- b) All drivers' licenses must be of the appropriate classification and have any required endorsements needed for operating the vehicle(s) assigned.
- c) Drivers must be mentally and physically capable of the safe operation of the vehicle(s) assigned.
- d) Drivers shall hold the proper license for driving the vehicle they have been assigned.

11) **Driver Records**

Documentation of driver qualifications and driving records should be maintained by the department for each driver. Drivers must therefore agree to abide by the university's policies and procedures and to provide the necessary information or consent to allow the gathering of necessary information. Authorized driver files should contain the following:

- a) Authorized vehicle use agreement, signed by driver and supervisor. See appendices A and B
- b) Release of information form, signed by driver
- c) Copy of current driver's license
- d) Copies of driver medical exam results as required (CDL)
- e) Copies of drug and alcohol test records as required (CDL)
- f) Documentation of motor vehicle record (MVR) checks
- g) Training/testing records
- h) Documentation of any other form of periodic driver performance evaluation, public feedback, citations, or accident reports
- i) Any other information related to the driver's ability or inability to operate a motor vehicle as related to employment

12) **State and Federal Law**

All drivers are responsible for operating the vehicle within the bounds of the state and federal laws that apply. Drivers will be expected to report and pay for any parking violations, moving violations, violations resulting in a threat to life, violations resulting in a collision, etc. .

13) **Occupant Safety**

MSU employees are responsible for ensuring that they have fastened their seatbelts (where supplied) prior to the operation of any vehicle. Lap belts and shoulder harnesses should be included. Where provided, the number of seatbelts in a vehicle establishes the maximum number of passengers a vehicle can hold. Supplemental restraint systems (airbags) should not be disabled. Loose material inside passenger compartments should be kept to a minimum. Smoking inside vehicles is prohibited due to the concern for health, potential damage to the vehicle, and the distraction caused to the driver.

- a) Approved motorcycle helmets must be worn by all motorcycle riders (MS Code § 63-7-64). Proper protective clothing should be worn if operating a motorcycle.
- b) **Distractions:** Drivers should attempt to minimize distractions that can interfere with the driver's ability or focus.
- c) Cell phone use should be held to a minimum. Hands free equipment is recommended.
- d) PDA/laptop computer use is not allowed while operating a vehicle.
- e) MP3 should be held to a minimum.
- f) Portable two-way radio use should be held to a minimum.
- g) Eating/drinking should be held to a minimum.
- h) Reading/writing is not allowed while operating a vehicle
- i) Tobacco use is prohibited in MSU vehicles.

14) **Impaired Driving**

Drivers are prohibited from the operation of a motor vehicle while mentally or physically impaired.

- a) The use of alcohol is prohibited during the period prior to or during the operation of a vehicle
- b) The use of illegal drugs is prohibited
- c) The use of prescription medicine should be monitored carefully to ensure that it does not impact the driver's abilities to safely operate the vehicle.
- d) The use of non-prescription medicine should be monitored carefully to ensure that it does not impact the driver's abilities to safely operate the vehicle
- e) Fatigue should be monitored carefully to ensure that it does not impact the driver's abilities to safely operate the vehicle
- f) Medical condition or illness should be monitored carefully to ensure that it does not impact the driver's abilities to safely operate the vehicle
- g) Emotional state should be monitored carefully to ensure that it does not impact the driver's abilities to safely operate the vehicle

15) **Safe and Courteous Operation**

University-owned vehicles affect the university's image and so does the operation of those vehicles. The public expects safe and courteous drivers in the vehicles provided. Unsafe or aggressive driving can create negative public impressions and result in bodily injury, death, or property damage. Failure to comply with the following may lead to a reduction or termination of driving privileges:

- a) Speeding is prohibited
- b) Improper passing is prohibited
- c) Failure to yield right-of-way is prohibited
- d) Tailgating is prohibited
- e) Drivers should always attempt to adjust to road or weather conditions
- f) Drivers should always use vehicle's safety devices such as lights, wipers, turn signals, etc.
- g) Improper gesturing, language, or use of horn or lights is prohibited
- h) Other violations of law or improper conduct are prohibited

16) **Parking/Backing**

Appropriate actions should be taken to prevent collisions from parking and backing operations. Drivers should consider the use of observers to guide the driver, parking so as to avoid the need to back into traffic, walking around vehicle prior to backing, observing other drivers in crowded parking lots. Vehicles should be locked when not in use and out of sight of MSU employees. Keys should never be left in the ignition when the driver is not present.

17) **Damaged/Malfunctioning Vehicle**

Driver's are responsible for reporting damage and/or malfunctioning vehicles to the Vehicle Administrator as soon as possible, the Damaged/Malfunctioning Vehicle form (Appendix G) should be completed and submitted. A vehicle should not be operated if the damage or malfunctioning reduces the safety of the driver and passengers or if the continued operation would cause increased damage to the vehicle.

18) Emergency Vehicles

Operators of emergency vehicles such as patrol cars, ambulances, fire trucks, etc. shall only operate the vehicles after receiving proper training and shall hold the proper license for operation of the specific vehicle, if applicable.

19) Special Apparatus/Vehicle

Operators of special vehicles such as motorcycles, boom trucks, dump trucks, tow trucks; etc shall hold the proper license for operation of the specific vehicle, if applicable.

20) Vans

All van drivers shall review appendix H and shall comply with the requirements set forth. A copy of appendix H, signed by the driver shall be included in the drivers file.

21) Class of License and Endorsements

Vehicles operators shall hold the appropriate license as described below.

- a) Class R – Regular License. No person shall drive or operate a motor vehicle other than a motorcycle upon the highways of the State of Mississippi without first securing an operator's license to drive on the highways of the state.
- b) A motorcycle endorsement may be issued to any person who holds a valid Mississippi driver's license and meets the other requirements for such endorsement contained herein.
- c) A restricted motorcycle operator's license may be issued to any applicant who fulfills all the requirements necessary to obtain a Mississippi operator's license that may be applicable to the operation of a motorcycle. Such license shall entitle the holder thereof to operate a motorcycle, and no other motor vehicle, upon the highways of this state.
- d) Class A. Any combination of vehicles with a gross vehicle weight rating of twenty-six thousand one (26,001) pounds or more, provided the gross vehicle weight rating of the vehicle or vehicles being towed is in excess of ten thousand (10,000) pounds;
- e) Class B. Any single vehicle with a gross vehicle weight rating of twenty-six thousand one (26,001) pounds or more, and any such vehicle towing a vehicle not in excess of ten thousand (10,000) pounds;
- f) Class C. Any single vehicle with a gross vehicle weight rating of less than twenty-six thousand one (26,001) pounds or any such vehicle towing a vehicle with a gross vehicle weight rating not in excess of ten thousand (10,000) pounds comprising:
 - i) Vehicles designed to transport sixteen (16) or more passengers, including the driver; and
 - ii) Vehicles used in the transportation of hazardous materials which are required to be placarded under the Hazardous Materials Transportation Act, 49 USCS Appx., Section 1801 et seq.; and

- g) Class D. All other vehicles or combination of vehicles which are not included in Class A, Class B, or Class C and for which a commercial license is required to be issued as provided by Section 63-1-43, Mississippi Code of 1972.
- h) Commercial driver's licenses may be issued with the following endorsements and restrictions:
 - i) "H" authorizes the driver to drive a vehicle transporting hazardous materials;
 - ii) "K" restricts the driver to vehicles not equipped with air brakes;
 - iii) "T" authorizes driving double and triple trailers;
 - iv) "P" authorizes driving vehicles carrying passengers;
 - v) "N" authorizes driving tank vehicles;
 - vi) "X" represents a combination of hazardous materials and tank vehicle endorsements;
 - vii) "S" restricts the driver to school buses being operated for the purpose of transporting pupils to and from school or to school-related functions and/or to all other vehicles not requiring a commercial driver's license; and
 - viii) "I" restricts driving which requires a commercial license to intrastate driving only

22) Contracting for vehicles and drivers:

- a) See Appendix I for a guide to hiring bus companies.

23) Vehicle Rental

- a) Mississippi State University has contracted with U-Save Auto Rental to provide vehicle rental services for the university to be used only on trips originating from within the State of Mississippi.
 - i) How Do I Rent a Vehicle
There are three ways to reserve a vehicle. If you are reserving a vehicle that will be driven by an individual under the age of 21, please contact U-Save directly at 662-461-RENT (7368)
 - ii) Contact U-Save via a dedicated university reservation line at 662-461-RENT (7368).
 - iii) Visit [U-Save's web site](#) and follow the steps listed below. If you get a message on the web site that no vehicles are available, call U-Save directly. In order to protect against double booking, the web site will not process reservations if 90% of U-Save's fleet is reserved.
 - iv) Select the state (will always be Mississippi) and let the page reload
 - v) Select the city and reservation dates and click "Continue"
 - vi) Enter the discount code "MSU1" and click "Update Rates"
 - vii) Determine which vehicle type you wish to rent and click "Select"
 - viii) Make sure the information is correct and Click "Checkout"
 - ix) Click "Continue Without Registration"
 - x) Enter the required information. If you wish to enter the address information, use the billing address for Procurement and Contracts (P.O. Box 5307) and then click "Next"
 - xi) Make sure all the information is correct and then click "Complete Reservation"
 - xii) Fax your [reservation request](#) to 662-461-8569.

xiii) What Type of Coverage Will be Provided to Drivers Under 21

Although it is encouraged that all drivers be at least 21 years of age, the insurance department at U-Save Corporate has arranged (specifically for MSU) liability coverage for drivers under the age of 21. U-Save will extend liability coverage with the same limits offered to drivers over 21 for a one time, per contract fee of \$10.00. Possible physical damage to the vehicles will be covered at no additional charge, but U-Save will carry a \$5000.00 deductible for any driver under 21.

xiv) After Hours Pickup Procedures

During the week, all pickup arrangements need to be made with U-Save during their normal business hours (8:00 a.m. - 6:00 p.m.). For pickup on the weekends, make arrangements with U-Save during business hours on Saturday (8:30 a.m. - 12:00 p.m.). You will be able to pickup the keys and sign the contract Saturday morning and then pickup the vehicle at your convenience.

xv) What Payment Methods Will be Accepted?

The main form of payment to be used when renting a vehicle will be a MSU Procurement Card. In some cases, a purchase order may be used to make a reservation (when using a P.O. use vendor number 201-812-896 VP1) and account code 405560.

xvi) Purchasing Gasoline

All rentals must be returned to U-Save with a full tank of gas. Gas cards will no longer be provided by the university. It is up to each department to determine the best method to pay for gasoline. The following methods may be used to purchase gasoline. The procurement card **MAY NOT** be used to purchase gasoline.

xvii) **Fuelman** - This is a type of fleet card which will allow you to receive a discount on gasoline. You will also have the ability to generate usage reports. For more information, contact Bill Monsour at 601-636-2472 ext. 15508.

xviii) Fleet Cards - To obtain a fleet card, you may go to any gas station and ask for a "Fleet Card Application". Fill out the application and send it to the Office of Procurement and Contracts.

xix) MSU Transportation Service Station - Gasoline can be purchased on campus at the Transportation Service Station. Contact Everett Kennard at 325-1672 to obtain a pin number to use at the campus service station.

xx) Frequently Asked Questions

Q: What will happen if I return the car without a full tank of gas?

A: The procurement card that was used to pay for the rental will be charged for the gas amount. This will be considered a violation of the procurement card program.

Q: Who do I contact if I have an emergency situation with the vehicle?

A: When the vehicle is picked up, the driver will be given emergency instructions and contact information. Information is also provided on [U-Save's web site](#).

Q: Can I use another car rental company?

A: No. We have contracted with U-Save to provide these services.

Q: Does the Transportation department still have vehicles available?

A: No. The university is no longer renting vehicles to departments.

Q: What if U-Save cannot provide the size vehicle I need?

A: In this case, a purchase order can be issued to the State Contract Vendor.

Q: Can I acquire personal insurance under this rental contract?

A: Yes. U-Save offers personal insurance for \$3.00. This charge must be paid by the individual renting the vehicle. This amount will not be reimbursed by the university.

Q: Do I need to purchase liability insurance when I rent a vehicle from U-Save?

A: No. Collision and liability insurance coverage are included in the vehicle rate.

Q. Can I rent a vehicle for my club, sorority, fraternity, etc.?

A. Yes. Any club/group that has a Banner account with MSU will be able to rent vehicles. Any club/group that does not have a Banner account number can contact U-Save directly to receive contract pricing.

Q. Can I receive these same contract rates when I rent a vehicle for personal use?

A. Yes. Any MSU employee can receive the contract rates by presenting an employee identification card at the time of the rental.

Q. What should I do if involved in an automotive collision in a rental car?

A. When involved in an accident in a rented vehicle follow the steps outline in Section 7b. How to deal with an automobile accident.

b) Out of State Rental (also to be used, in-state, when U-Save is not available):

i) The State of Mississippi has contracts for in-state rental and out-of-state rental with Enterprise

ii) When renting a vehicle out of state the driver should first contact the MSU Travel office or travel agency to determine the appropriate company, prices and procedures.

iii) The driver should:

(1) Identify themselves as a state government employee and provide the appropriate identification number. The corporate identification number for Enterprise Rent-A-Car is : NA55W04

(2) Provide the attendant with all information requested. Name of traveler, date needed, location needed, size of vehicle (not more expensive than Intermediate without proper justification and approval from the appropriate VP and the MSU Travel office), etc.

(3) Ask to ensure CDW/LDW insurance is included at no additional cost. It should be included with all contract rentals. Remember, employees will not be reimbursed for insurance charges.

(4) Ask the attendant to tell you the applicable rates, verify those rates against the rates shown in the state contract

(5) Arrange to pay with personal credit card unless arrangements have been made with the vendor for direct bill.

(6) Drive carefully

- (7) Return the vehicle with a full fuel tank; otherwise the refueling charge is typically excessive.

24) Privately owned vehicles

- a) Authorization: University officers and employees may be authorized to travel on university business using their private automobile. If going out of state or attending a convention, the driver should receive written approval to use a privately owned vehicle prior to beginning the trip. The departments are responsible for periodic review of use of personal vehicles and ensuring that it provides the most efficient and economic choice when compared to the use of a university owned vehicle or a rental.
- b) Insurance: Owners should have current proof of insurance in accordance with state law. Losses occurring to a third party while conducting official business with prior approval are subject to protections provided by the Mississippi Tort Claims Act § 46-11-1 et. al.
- c) Expense: University employees that are authorized to travel on official state business in their private automobile will be reimbursed at the same rate, based on mileage, as federal employees as determined by the Mississippi Department of Finance and Administration. All other operational and maintenance expenses are the responsibility of the owner.
- d) Safety: If authorized for official use, privately owned vehicles will be operated and maintained in accordance with the safety related policies and procedures established for university-owned vehicles.
- e) Documentation. Departments may desire to use the form located at Appendix B, Privately Owned Vehicles used for Business Purposes Agreement, to ensure understanding by the employee of the applicable requirements.

25) Purchasing a vehicle

- a) The department or budget unit shall develop a detailed description of the vehicle. Information on state contract vehicles is available in the Office of Procurement and Contracts, Room 610 McArthur Hall, telephone 325-2550, or on the Office of Purchasing and Travel web site http://www.dfa.state.ms.us/Purchasing/epl_query.htm#VV then click on Vehicle Contract.
- b) A justification of vehicle need shall be developed. The justification must state whether the vehicle is an addition to the current number of vehicles on the departmental inventory or is intended as a replacement. If it is a replacement, the department shall include a description of the vehicle to be disposed of by the university.
- c) The description and justification (in memo form – not a requisition) shall be submitted through the appropriate channels from the department or budget unit to the appropriate Vice President for approval.
- d) The approved request should then be forwarded to the Office of Procurement and Contracts, 610 McArthur Hall, with a requisition, for state contract review. It will be the responsibility of Procurement and Contracts to notify the requesting department of the status of their request and to initiate the disposal process of the replaced vehicle, if appropriate.

- e) It should be noted that the state contract usually takes effect in October of each year. While the contract states that it is for a 12 month period, in actuality the contract is only good for as long as the various manufacturers continue to produce the specific vehicles. Usually in February or March the manufacturers start to “cut off” production. This means that departments should make plans to order vehicles as soon after October 1 as possible. Any vehicle requested after the “cut off” date will need to go out for bids. This usually creates a delay as well as a higher price.
- f) Another note to consider is that the state contract is for vehicles that are ordered from the factory, it is not intended to be for vehicles that are currently on the dealers lot. This means that from the date the purchase order is issued to the date of delivery is often 60, 90 or even 120 days. Again, this should indicate that the departments should plan far in advance and order vehicles as soon as possible after the start of the new contract.

26) Replacement Criteria

- a) The following guidelines provide minimum replacement suggestions for routine vehicle replacement. It is the department’s responsibility to ensure that the university maximizes the value of its available resources.
 - i) Attainment of these goals should minimize fleet capital and operating costs. In general, most vehicles should be replaced when they reach 8 years (96 months) of service or 120,000 miles whichever comes first. However, there may be circumstances in which vehicles may be replaced sooner (such as excessive maintenance or repair costs) or retained longer (such as unusually low maintenance costs or low yearly mileage). Agencies may make this determination on a case-by-case basis, using these guidelines as a starting point for their deliberations. Before disposal or sale of any vehicle, the department shall make a determination that the lifetime use and mileage of the vehicle has been maximized and it would not be feasible for another MSU department to use this vehicle. The following table details the specific replacement goals for different types of vehicles:

Vehicle Type	Replacement Goals	
	Age	or Mileage
Sedans and wagons	8 years	120,000 miles
Light trucks and Sport Utility Vehicles (SUVs) (8,600 GVWR or below)	10 years	150,000 miles
Passenger vans	8 years	120,000 miles
Cargo vans	10 years	150,000 miles

27) Disposition of Vehicles

- a) Transfer to Receiving & Property Control
 Vehicles may be transferred to Receiving & Property Control for removal from department inventory. Complete a transfer form with approval from unit head. Contact

Receiving & Property Control for further instructions on removing vehicle from department premises.

b) Sale by Sealed Bid

Vehicles may be sold through sealed bid upon approval from unit head. Contact Procurement & Contracts at Mail Stop 9718, or call them at 325-2550 for further instructions. Online bidding through the P&C website is available to the general public. University and other State of Mississippi employees are strictly prohibited from bidding on state-owned equipment (Section 25-4-103(3) (b), Mississippi Code of 1972, Annotated).

c) Sale by Auction

Equipment auctions are periodically conducted by Receiving & Property Control. Vehicles may be added to the auctions upon approval from unit head. Information is distributed to departments several weeks prior to auction date. Sale of vehicles is allowed at consignment auctions provided conditions are met to satisfy disposition requirements. Contact Procurement & Contracts for further instructions. University and other State of Mississippi employees are strictly prohibited from bidding on state-owned equipment (Section 25-4-103(3) (b), Mississippi Code of 1972, Annotated).

d) Cannibalization of Vehicles

Occasionally, a vehicle that has little or no salvage value can be used for parts. A memo providing justification of action with an approval signature line of unit head and vice president, and an MSU Property Disposal Form (Form # 696-01) should be completed and forwarded to Receiving & Property Control prior to dismantling vehicle. The appropriate code should be entered in the request column of the MSU Property Disposal Form to indicate a request for the use of equipment for parts. After the removal of the vehicle from the departmental inventory listing, all identification decals and inventory tags should be removed from the vehicle. Mail the vehicle tag to Receiving & Property Control. The vehicle should be dismantled as quickly as possible. Vehicles that are removed in this manner, but which is left intact, is subject to being added back to inventory during a subsequent audit conducted either by the State Auditor's Office or Receiving & Property Control.

e) Missing/Stolen

The department is required to notify local law enforcement authorities immediately upon the discovery of vehicle theft. The department should also notify Receiving & Property Control. Once a reasonable length of time has been allowed for the investigation, complete an MSU Property Disposal Form, attach a copy of the police report and a notarized Lost, Stolen or Mysterious Disappearance Property Affidavit. In the event that the vehicle is found or recovered, Receiving & Property Control should be notified immediately so that the vehicle can be added back to inventory.

f) Transfer to State-Funded Agency/Local Government Entity

Vehicles can be transferred to a state-funded agency or local government entity (public school, police department, fire department, etc.) at no cost or with a negotiated price

agreement with the agency/entity. Prior approval from unit head and vice president is required. Departments wishing to transfer surplus equipment to a state-funded agency should contact Receiving & Property Control. Transfer of equipment to another state-funded agency without prior approval is strictly prohibited.

Appendix A
Mississippi State University Business Use

Operating a university vehicle is a privilege. All drivers will be responsible and accountable to:

- Possess a valid motor vehicle driver's license issued in Mississippi or a state contiguous to Mississippi. This license must have the appropriate classification and any required endorsements needed for operating the vehicle(s) assigned to the operator.
- Be subject to a driver's motor vehicle record check, and if such records show a suspension or revocation of driving privileges, the driver will not be authorized to operate a motor vehicle for the university.
- Operate university vehicles for official university business only.
- Operate motor vehicles in a safe manner at all times.
- Comply with all applicable state laws and regulations.
- Report moving violations to their Supervisor.
- Report changes in their driver's licensing to the university's personnel or insurance/risk management department.
- Accurately complete a condition survey when turning in a university vehicle.
- Accurately record and report vehicle mileage in accordance with university procedures.
- Participate in required driver safety education and training programs.
- Require all occupants to use seat belts, child safety seats, booster seats, or other restraint devices at all times.
- Personally pay all moving/parking violation fines and fees.
- Keep automobile ID cards in the vehicle glove box at all times, including proof of liability coverage.
- Minimize the amount of towing any personal equipment (boats, campers, etc.) with university vehicle. Employees using personal equipment for official business do so at their own risk and their own expense and must have prior approval from their supervisor. All equipment must meet the same safety standards as university owned equipment.
- Not alter vehicles leased, owned, or rented by the university in any way.
- Never deactivate air bags on any leased/owned university vehicles, rented, or personal vehicles used for university business.

- Never operate a computer while the vehicle is moving.
- Minimize the use of cell phones while operating a vehicle.
- Comply with university policy on transport of passengers.

Operating privileges shall be revoked if:

- Driver does not adhere to responsibilities listed above.
- The driver’s license is revoked, suspended, withdrawn, or denied.
- Driver refuses to undergo drug or alcohol testing in accordance with university policies or as required by applicable state or jurisdiction laws.
- Operating outside the limitations of a restricted license.

In case of vehicle damage:

- Report any vehicle damage to the university by the end of the day in which the incident occurred.
- Police reports, witness statements or other pertinent documents should be obtained and forwarded to the university.
- The driver shall cooperate with representatives of the university, including insurance company personnel, and obtain written repair estimates from reputable shops or authorized dealerships as instructed. If it becomes necessary to rent another vehicle during repairs, the driver will be instructed as to provisions for a rental vehicle.
- Drivers should not make verbal or written statements concerning an incident except to law enforcement officials or representatives of the university or its agents.

I, _____, have read and understand the *Business Use Policy* established by _____. I understand that I must abide by the provisions of this policy. I understand that violation of this policy will result in disciplinary action, up to and including termination of employment.

Driver Signature

Supervisor Signature

Date

Date

Appendix B
Mississippi State University
Privately Owned Vehicles Used for Business Purposes

There are situations where drivers use their personal vehicles for university business. In these cases, drivers are typically reimbursed on a per-mile basis. For those drivers utilizing their personal vehicles on university business, the following requirements apply:

- Must have a valid driver license issued in Mississippi or a state contiguous to Mississippi and meet the same motor vehicle record (MVR) and accident criteria as drivers of university vehicles.
- Automobile liability coverage must be maintained by the driver as prescribed by state law. The university department may require evidence of this insurance coverage, which clearly lists policy declarations and coverage limits.
- In case of an accident and subsequent claim, third party losses are subject to the Mississippi Tort Claims Act § 46-11-1 et. al. (subject to all requirements and limitations) only if the loss occurred while conducting official university business.
- The vehicle must be maintained at owner's expense, in accordance with state law.
- Drivers must comply with all applicable state laws and regulations.
- Motor vehicle records will be checked initially, and periodically thereafter. The driver's authorization to operate their personal vehicle for university business may be revoked by management if the motor vehicle record discloses the following:
 - The motor vehicle driver license is revoked, suspended, withdrawn, or denied
 - Operating outside the limitations of a restricted license
 - Driver refuses to undergo drug or alcohol testing in accordance with university policies or as required by applicable state or jurisdiction laws
 - A conviction for driving a motor vehicle while under the influence of alcohol or illegal drugs

The university reserves the right to withdraw this privilege at any time.

I, _____, have read and understand the *Privately Owned Vehicles Used for Business Purposes Agreement* established by _____. I understand that I must abide by the provisions of this policy. I understand that violation of this policy will result in disciplinary action, up to and including termination of employment.

Driver Signature

Date

Supervisor Signature

Date

Appendix C
Mississippi State University
Rental Vehicle Policy Acknowledgement

Vehicles may be rented for university business in certain circumstances, such as:

- Out of town travel
- Replacement vehicle for one that is being repaired
- Transportation of guests
- Special events
- Unexpected shortage of transportation resources

While operating a rental vehicle on university business, all requirements of the vehicle safety program apply. This includes the following:

- Must have a valid driver's license, and meet the same motor vehicle record (MVR) and accident criteria as all other drivers of university vehicles.
- Drivers must comply with all applicable laws and regulations.
- Only authorized drivers may operate the vehicle.

NOTE: Ask to verify that CDW/LDW insurance is included at no additional cost. It should be included with all contract rentals. Employees will not be reimbursed for insurance charges if CDW/LDW is part of the contract. IHL's existing auto insurance covers third party damage/injuries at the fault of the university authorized driver. Additional liability insurance should not be purchased/reimbursed.

I, _____, have read and understand the *Rental Vehicle Policy* established by _____. I understand that I must abide by the provisions of this policy. I understand that violation of this policy will result in disciplinary action, up to and including termination of employment.

Driver Signature

Date

Supervisor Signature

Date

Appendix D
Motor Vehicle Incident Reporting Instructions for Drivers

This document should be placed in the vehicle. On-scene instructions to be placed in the vehicle should include gathering the following information if able:

How to Deal with an Automobile Accident

All Mississippi State University inventoried vehicles carry liability insurance coverage. If a MSU vehicle causes damage to a non-MSU vehicle, this policy may pay for damages to the other vehicle. The steps below must be followed when an accident occurs:

- A reminder to the driver that he or she should not admit fault for the incident.
- incident scene intact, securing the scene against further collisions or injuries until emergency personnel arrive, and meeting regulatory requirements (if any) for blood alcohol testing.
 - i) Contact the police
 - ii) Keep the scene intact; secure the scene against further collisions or injuries until emergency personnel arrive.
 - iii) Do not admit fault for the incident.
 - iv) Get as much information as possible from the other driver. See list below.
 - v) Call Procurement and Contracts (325.2550) to notify them of the accident.
 - vi) Obtain a copy of the police report (detailed long form).
 - vii) Complete the Automobile Loss Notice (see attached) form. This form is to be filled out by the MSU Department involved in the accident.
 - viii) Obtain two repair estimates for the other vehicle involved in the accident.
 - ix) Send the completed Automobile Loss Notice form, the police report and repair estimates to:

Procurement and Contracts
Campus Mail Stop 9718
525A McArthur Hall
(662) 325-2687

Materials to consider placing in vehicle may also include a disposable camera for documenting the scene, a witness card for recording initial comments and contact data from potential witnesses, and a pen or pencil. Current Proof of Coverage from the liability insurance carrier should always be kept in vehicle.

Incident Information: Recommended information to be collected in the event of a motor vehicle incident are as follows:

- Name of other driver(s)
- Address of other driver(s)

- Phone number(s) of other driver(s)
- Driver's license number(s) of other driver(s)
- License plate number(s)
- Vehicle make and model
- Name of insurance carrier
- Insurance policy number
- Name, address, and phone number(s) of all parties involved in the incident, including passengers in each vehicle
- Name, address, and phone number(s) of all witnesses
- Date and time of the incident
- Location of the incident (intersection or milepost)
- The party to whom the driver's vehicle was registered (e.g., the university, the driver, another individual, or a rental agency)
- Name and phone number(s) of the investigating law enforcement officer on the scene, if any
- Any other entities responding at the scene (e.g., fire department, ambulance, hazardous materials unit)
- Citations issued
- Driver should, as soon as practicable, write a detailed narrative of the incident.
- Driver should, as soon as practicable, make a sketch or diagram of the incident scene

Appendix E

Factors to be Considered During an Incident Review

During a review of a motor vehicle incident, possible contributing factors may be considered using the following framework:

Driver:

- Driver's work schedule for at least the week preceding the incident
- Length of time on duty since the previous break prior to the incident
- Fatigue
- Scheduling demands on driver
- Motor vehicle record history
- Physical condition of the driver at the time of the incident
- Physical limitations of the driver at the time of the incident
- Training history
- Driver's emotional state

Vehicle:

- Maintenance and inspection records
- Vehicle condition
- Damage to the vehicle from the incident
- Suitability and safety of the vehicle for the work task
- Vehicle control layout
- Modifications to the vehicle that may have contributed to the incident

Operating Environment:

- Weather
- Road conditions
- Traffic conditions
- Route planning
- Delivery or service schedules

References

The following provides further information on factors that may be considered in determining causation:

NHTSA. Large truck crash causation study in the United States. U.S. Department of Transportation, National Highway Traffic Safety Administration:

<http://www-nrd.nhtsa.dot.gov/pdf/nrd-01/esv/esv18/cd/files/18ESV-000252.pdf>

A guide to determine motor vehicle accident preventability (revised edition). National Safety Council [2004]. Publication No. 22972-0000. Itasca, IL: National Safety Council.

U.S. Department of Transportation [1991]. Accident countermeasures manual:

<http://www.fmcsa.dot.gov/factsfigs/accidenthm/accidentman.htm>

Appendix F
Mississippi State University
Driver's Inspection Checklist

The following checklist is designed for drivers with little mechanical knowledge or background. Elements included enhance safety and prevent breakdown. This inspection should only take a few minutes for a typical automobile. Completion will increase the likelihood of a successful trip. Unsatisfactory elements should be corrected prior to operation of vehicle.

Vehicle Make & Model _____

Date _____

ELEMENT	SATISFACTORY (✓)	UNSATISFACTORY (✓ OR COMMENT)
1. Brakes – do service brakes and parking brake operate?		
2. Lights – check headlights, high beams, blinkers, tail lights, brake lights, back-up light, parking lights and side markers. Are all working?		
3. Tires – check pressure against p.s.i. noted on tire. Check tread depth (at least 1/8 inch). Check for defects such as unusual wear pattern, bubbles or deformed sidewalls.		
4. Belts – are they quiet with engine running?		
5. Glass – no broken windows, no cracks that interfere with driver's vision. Clean.		
6. Mirrors – are side and rearview mirrors intact?		
7. Windshield wipers – do they operate and remove washer fluid when tested?		
8. Windshield washer – is reservoir full, does it pump when operated?		
9. Engine oil – check dipstick. Any leaks?		
10. Coolant – is fluid to mark on reservoir?		
11. Transmission – check dipstick. Any problems shifting?		
12. Steering – does steering react when steering wheel is turned? Any noise?		
13. Occupant restraints – are all seatbelts and airbags present? Do seatbelts operate properly?		
14. State inspection sticker – is a current inspection sticker in lower driver's side corner of windshield?		
15. License Plate – is a license plate mounted and easily seen?		
16. Emergency equipment – is there a jack, lug wrench, flashlight, etc.?		
17. Keys – do keys operate ignition and all locks? Are a spare set of keys available?		

Note: Consider a similar checklist for use when returning a vehicle after a trip to report needed repairs.

Appendix G
Mississippi State University
Damaged/Malfunction Vehicle Form

This form should be completed and submitted to the appropriate Vehicle Administrator when a driver or any other party becomes aware that a vehicle has been damaged or is malfunctioning in any way.

Name of Person submitting form: _____

Phone Number: _____

Email Address: _____

Tag No of vehicle: _____

Dept: _____

Make/Model of Vehicle: _____

Description of damage/malfunction: _____

Description of cause (if known) of damage/malfunction: _____

Suggested solutions (if any): _____

Appendix H
MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY DRIVER RECORDS REQUEST
DRIVER SERVICES POLICY: 6-9(A)

DRIVER NAME: _____ DL NO: _____ DOB: _____

I HEREBY REQUEST THE FOLLOWING RECORDS RELATING TO THE ABOVE-NAMED PERSON:

Record Requested: _____ MVR Summary
_____ Other Record (must be specified)

CHECK THE FOLLOWING APPLICABLE STATEMENT:

- I am the person named in the record sought.
Type ID Shown _____ Authorized Agent
- I am requesting the information on behalf of the current owner (written authorization from record owner required).
- The information is to be used by a legitimate business or its agents, employees, or contractors for use in the normal course of business only:
 - a. To verify the accuracy of personal information submitted by the individual to the business or its agents, employees.
 - b. If such information as submitted is not correct, or no longer correct, to obtain the correct information for the sole purpose of preventing fraud by pursuing legal remedies against, or recovering on a debt or security interest against the individual.
- The information is to be used in conjunction with a civil, criminal, administrative or arbitral proceeding in a federal, state or local court or agency or before any self-regulatory body, including service of process, investigation in anticipation of litigation and the execution or enforcement of a judgment or order, or pursuant to an order of any court.
- The information is to be used by an insurer or insurance support organization, or by a self-insured entity, or its agents, employees or contractors in connection with the claims investigation activities, anti-fraud activities, rating or underwriting.
- I represent a license private investigative agency or licensed security service and the information will be utilized for one of the _____ above listed permitted purposes.
- For use by an employer or its agency or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under the Commercial Motor Vehicle Safety Act of 1986 (49 U.S.C. App. 2710, et seq.).
- For use in connection with the operation of private toll transportation facilities.
- For use by a government agency, court or law enforcement agency in carrying out its functions.
- For use in connection with matters of motor vehicle or driver safety and theft, motor vehicle omissions, recalls, performance _____ monitoring and the like.
- For use in the normal course of business by a legitimate business to verify accuracy of personal information submitted by the individual to the business and if the information is incorrect, to obtain the correct information, but _____ only for fraud prevention or recovering debts from the individual.

Continued on next page

- For use in connection with any civil, criminal or administrative proceeding in any federal, state or local court or agency for service of process or enforcement of judgments.
- For use in research activities so long as the personal information is not published, redisclosed or used to contact the individual.
- For use by an insurance company for claims investigation, rating or underwriting.
- For use in notifying owners of towed or impounded vehicles
- For use by any licensed private investigator for any purpose permitted under the DPPA.
- For use by an employer to obtain or verify information relating to the holder of a commercial driver license.
- For use in connection with the operation of private toll transportation facilities.
- For any other use authorized by state law, if the use relates to motor vehicle operation or public safety.

I understand the personal information furnished is confidential under Federal and State law and is being released to me only for the reason I have indicated above and that it is unlawful for me to furnish the information to an unauthorized person or entity.

Printed Name of Individual: _____

Signature: _____ Date: _____

Representing

Printed Name of Company: _____

Address: _____

City: _____ State: _____ Zip: _____

You may mail the form with an \$11.00 money order per request to: Department of Public Safety

Attn: MVR

1900 E. Woodrow Wilson

DPPA-3

Jackson, MS 39216

Appendix I
Mississippi Institutions of Higher Learning
Safety and Loss Control
Van Safety Recommendations

The question is often asked, "Why are we so concerned about 15-passenger vans?" Two reasons are paramount, among others: first is the documented fact that these vehicles have demonstrated a propensity to be involved in roll-over crashes, with a 70% fatality rate. The second reason is the rather precious cargo (human lives) that is typically on board, and the amount of this cargo. When something goes wrong, it can go wrong in a big way.

"Where do we get our information?", is usually the second question. The standard bearer in this issue is the National Highway Traffic Safety Administration (NHTSA), which was created in Highway Safety Act of 1970. The NHTSA is responsible for reducing deaths, injuries, and economic losses due to traffic crashes. This is accomplished through research into traffic conditions, driver behavior, and vehicle design and then promoting ideas and strategies to improve overall safety on American roads.

A 2004 NHTSA study (and 49-page report) explored the relationship between vehicle occupancy and several other variables in the NHTSA Fatality Analysis and Reporting System (FARS) database and a 15-passenger van's risk of rollover. The study examines statistics on fatal crashes involving 15-passenger vans from 1990 to 2002. The study also constructs a logistic regression model to model the effects of various factors, most importantly occupancy level, on the risk of rollover. The model is constructed using data from 1994 to 2001 on police-reported motor vehicle crashes in five states that are part of NHTSA's State Data System (SDS).

The data show that between 1990 and 2002, there were 1,576 15-passenger vans involved in fatal crashes that resulted in 1,111 fatalities to occupants of such vans. Of these, 657 vans were in fatal, single vehicle crashes, of which 349 rolled over. In 450 of these vans, there was at least one fatality, totaling up to 684 occupant fatalities in single-vehicle crashes. The majority of fatally injured van occupants were not wearing seat belts. Only 14 percent of the fatally injured were restrained. Analysis of data from NHTSA's SDS reveals that the rate of rollover observed for 15-passenger vans that are loaded above half their designed seating capacity is 2.2 times the rate observed for vans loaded to or below half their capacity. The odds of a rollover for a 15-passenger van at its designated seating capacity is more than five times the odds of a rollover when the driver is the only occupant in the van.

The agency also performed computer modeling to assess the handling of these vehicles. The modeling predicted under-steer for 15-passenger vans when lightly loaded, similar to minivan behavior. However, when heavily loaded, it predicted under-steer at low lateral acceleration, but over-steer at higher lateral

accelerations. This transition to over-steer may pose safety problems for drivers who are unfamiliar with this characteristic. Loading 15- passenger vans to gross vehicle weight (GVW) also moved center of gravity rearward, increasing vertical load on rear tires.

What makes 15-passenger vans so dangerous? Begin answering this by recognizing that these vans were originally designed to haul cargo - not people. Therefore, many of the safety features associated with typical passenger vehicles (like mini-vans, or busses) was omitted. In fact, 15-passenger vans are more like trucks, while mini-vans are more like cars. They have truck chassis, truck suspensions, truck tires, and truck engines. Mini-vans are built on car chassis, with car suspensions and tires and engines. The 15-passenger vans are higher off the ground, longer, taller, heavier, have less visibility, and are more powerful than typical passenger vehicles. Add the weight of 15 people and some gear and you've got quite a truck-driving job ahead of you. Whoever is driving needs to be skilled, trained, and experienced.

Why can't we load them to maximum capacity? The center of gravity of an empty van is already higher than most passenger vehicles. The risk of having a roll-over crash is about the same as for a pick-up truck, while the van is empty. As you add passengers, you add weight above the axles. If you pack the rear of the van first, you add weight behind the rear axle, shifting the center of gravity not only upward, but to the rear. This results in less ground pressure at the front, where you count on the front tires to steer with. The NHTSA report cited earlier stated that by the time you have ten people on board, you've tripled the risk of rollover that you had with only a driver on board. Fill all fifteen seats and the risk is now five times greater. Add in the difficulty in steering because your front wheels are barely touching the ground (and may even be coming off the ground if driving over bumps), and the risk is unacceptable.

Why all the focus on tires? Tire failure has been cited in many of the fatal crashes associated with these vans. With a vehicle weighing over 9,000 pounds, tires need to be above average. Manufacturers specify that light-truck (LT) tires are to be used for these vehicles rather than passenger (P) tires. The LT tires have many different qualities but the ability to take the weight and turn corners with it are two important ones. Ken Testorff, in a report he wrote for the U.S. Navy states that "a random check of government-owned and leased 15-passenger vans in mid-2001 revealed some had improper replacement tires installed. When tires don't meet the manufacturer's minimum standards for size, pressure, and load, you're asking for problems. Heat rapidly builds up in such cases, creating the potential for tire failure, which can cause a driver to lose control and wreck."

Tire pressure, even with the proper tires, must be checked with a gauge and adjusted to the tire and vehicle specifications. If you have the correct tires, this should be the same for both. Begin by checking the federal certification sticker

usually found on the driver's door pillar. This lists the vehicle's gross weight load limits (per axle), required tire type and size, and cold inflation pressure for front and rear tires. Compare this to the tires that are actually on the van. If sub-standard tires are present, they should be replaced prior to further use. Note that the pressures usually differ from front to rear. The front is usually about 50 p.s.i. while the rear is usually about 80 p.s.i. Only a good tire pressure gauge will tell you if you need more air.

Why are 15-passenger van wrecks so often fatal? Eighty (80) percent of those who died in 15-passenger van crashes were not wearing their seat-belts. Even people who normally wear seat-belts don't feel the need, or don't remember, to wear them when they get inside a van. The driver is the one person who usually remembers to fasten his or her seatbelt, and is the one person who can remind others to do so - or the van doesn't leave the parking lot!

Lastly, what are your recommendations? The following were arrived at after studying numerous university, military, and other government agency procedures, NHTSA statistics and reports, and advice from the National Safety Council's Defensive Driving Course. They are written from the standpoint of preventing loss of life while still being able to accomplish objectives. Input has come from several universities within the IHL system. Universities can create their own procedures based on these recommendations. While stricter standards may be chosen, these recommendations should be considered minimum allowable considerations. Recommendations may be changed or added in the future as additional information is obtained.

Summary of Recommendations IHL Safety and Loss Control

1. Drivers should be experienced.
How this is measured can vary:
 - a. Having held a driver's license for at least five years
 - b. Being of a certain age (25 is common) assuming they have been driving since the earliest allowable age (15 in MS)
 - c. Having driven a truck or other large vehicle could be part of experience (10 years driving a motorcycle may not help much when driving a 9,000 + lb. van with 15 lives on board)
2. Drivers should be skilled.
Do they have a good driving record, and does it include vans or similar vehicles?
3. Drivers should be trained.
A driver training course should include a minimum of 4 hours in the classroom and should require demonstrated successful performance behind the wheel on a closed course. Content should

include reference to actual university-owned vans, characteristics, manufacture's specifications, maintenance, accident statistics, risks, load placement, capacity, operation, defensive driving strategies, university policies, route/trip planning, emergency procedures, and other topics as identified.

4. Driving time should be limited.
Fatigue is a common factor in crash statistics. Universities should adopt a policy to prevent driver fatigue while safely accomplishing the mission of the group traveling. Consider driving time as related to wakeful time within a 24 hour period. A standard work day being eight hours, this might be a good limit for the average driver. The Department of Transportation allows more hours behind the wheel for commercial truck drivers, but requires the next eight hours to be "off duty". Taking a ten-minute break every 100 miles or two hours is also a recommendation of the National Safety Council.
5. Time of day should be limited.
National Safety Council discourages driving between the hours of midnight and 6:00 a.m. due to the condition of other drivers and the likelihood of fatigue and/or meeting other drivers who are intoxicated.
6. Drivers should be held responsible for the safe and lawful operation of the vehicle they are driving.
Auto insurance and the MS Tort Claims Act will apply to liabilities while operating in the course and scope of one's duties. Deviations from duty and violations of state or federal law should be understood. For these reasons and others, allowing non-employees to drive university-owned vehicles is discouraged. Authorization for non-employees to drive university-owned/rented/leased vans should be documented.
7. Vans should carry no more than 10 people.
This includes the driver and up to nine passengers. This recommendation is based on NHTSA recommendations. With just ten passengers, the van will still be operating at triple the risk of roll-over than if the van were empty. With eight people, the risk is 2.2X. Limiting the total number to eight is also a common practice. Removal of one or more rear seats will help facilitate this practice.
8. Vans should be loaded from front to rear.
Fill front seats first to avoid under-steerage problems. All things being equal, place heaviest part of load (passengers or equipment) toward the front.

9. Roof racks or other “car-top carriers” should be prohibited.
The risk of roll-over is magnified with the height of cargo.
10. Cargo should be low and secure.
Keeping the center of gravity low will help reduce the risk of roll-over. Tie-down straps, cargo cages, or other restraints should be used to prevent cargo from shifting during transit or from causing additional injury in the event of a collision.
11. All occupants must wear safety-belts (lap and shoulder).
Driver should make sure everyone is properly secured prior to operation of vehicle. The number of properly working seat-belts should determine the maximum number of passengers.
12. Towing (if allowed) should not be done with passengers.
If it is absolutely necessary to tow a trailer with such a van, no more than one passenger (to assist driver) should be onboard the van. Other cargo within vehicle specifications can be allowed. Owner’s manual should be consulted for safe towing procedures and safe limits. Trailers must meet requirements as established in Title 63 of MS Code. Only drivers with experience towing trailers should be allowed to operate vans with trailers attached. Avoiding the use of trailers is strongly suggested.
13. Backing should be performed with extra caution.
If a passenger is present, he or she should exit the van and stand near the rear of the van to give guidance to the driver as it is backed. Drivers should walk around the rear of the van prior to backing alone to ensure an otherwise unseen object or person is not in harm’s way.
14. Emergency equipment should include proof of insurance, fire extinguisher, first aid kit, highway warning triangles, and tire pressure gauge.
Larger items should be fastened securely to vehicle to prevent injury during a crash, protect equipment, and provide a reliable location when needed.
15. Drivers should conduct a pre-trip inspection prior to each trip.
A checklist should be used to document inspection and note any needed repairs. Standard items should include: actual tire pressure (requires tire pressure gauge), tread wear, all lights and signals, reflectors, windshield wipers, windshield washer, mirrors, brakes, fluid levels, belts, hoses, horn, emergency equipment, cargo security, and others as identified.
16. Monthly inspections should be performed by a qualified mechanic.

This is a more detailed inspection that is also documented, with repairs being made as needed. Reference should be made to any driver inspections made since previous monthly inspection.

17. Provisions for repair of safety-related items during travel should be identified.
Drivers will need authority and procedure for replacement of tires that are about to fail, or headlights or wiper blades that don't work, for example.
18. All recommendations apply to rental/lease vans as if they were university-owned.
The university will be expected to cover liabilities and ensure the safety of passengers regardless of ownership. If vehicles cannot meet standards established for university-owned vans, another source should be sought. Rental companies may have additional rules/procedures that should be followed, such as minimum age requirements for drivers. None of these recommendations is intended to exempt any rule or procedure from renting and leasing authorities.

Drivers Name: _____

I have reviewed and understand these guidelines and agree comply with them.

Drivers Signature

Date

Appendix J
Guide to Hiring Bus Companies

Using a list of pre-qualified bus companies for transporting people to and from activities is the simplest way to ensure continuity and safety when outside vendors must be used.

A. For criteria in establishing such a list, request the bus company's USDOT number, and log on to <http://www.safer.fmcsa.dot.gov/> for information, including:

- the bus company's current USDOT safety rating, if issued, and the date of the company's last compliance review (on-site inspection by motor carrier safety authorities)
- whether the company is authorized to transport passengers for hire
- whether the company has current insurance in force
- the company's record of regulatory violations and roadside out-of-service violations, with a comparison to national averages
- the company's highway crash history

B. Whether or not you are working from a list of pre-qualified bus companies, ask the following questions and include similar language in contracts:

- Does the driver have a current commercial driver's license (CDL) with a passenger endorsement?
- Does the driver possess a valid medical certificate?
- Does the company have a driver drug and alcohol testing program that complies with USDOT regulations?
- Will your trip be completed within the legal limit of 10 driving hours? If not, will there be a second driver or overnight rest stop scheduled to legally complete the trip?
- Does the company have its buses inspected annually? By whom?
- Does the company have the required \$5 million of public liability insurance?
- Can the university be named as an additional insured and certificate holder?
- Does the company subcontract with others for equipment and/or drivers? If so, what is the name of the second bus company and its USDOT number?
- Does the company have notification procedures for roadside emergencies and breakdowns? Is the driver equipped with a wireless communications device?

For more information on charter bus safety, visit:
www.fmcsa.dot.gov/safetyprogs/bus.htm.

Appendix K

See following pages

The Loss Notice Form is available on line at
<http://www.procurement.msstate.edu/insurance/>

REQUEST FOR INSURANCE APPROVAL

Insurance Policy Information

Please complete the information below and submit it to the Office of Procurement and Contracts, Mail Stop 9718, and it will then be submitted to IHL for approval:

1. Type Coverage (i.e., property, liability, bond, crime, etc.)
2. Policy coverages, deductibles and amount of limits
3. Name and address of insurance company
4. Insurance company's complete "Best" rating
5. Policy premium
6. Policy coverage dates
7. A statement as to why there is a need or requirement to procure the coverage
8. Description of the university asset being covered by the policy
9. Name, telephone number and facsimile number of person to contact if additional information is needed
10. A specimen policy is desired on all significant policies and may at any time be required before IHL can complete the review
11. Written assurance that the insurance company shall provide a copy of the insurance policy when issued and a Certificate of Coverage mailed to the Office of Insurance & Risk management, 3825 Ridgewood Road, Suite 816-818, Jackson, MS 39211. The Certificate of Coverage should, at a minimum, contain the effective and expiration dates of coverage, a description of the insurance company, and the name and mailing address of the insurance agent. All liability insurance policies (i.e., professional, medical malpractice, special events, automobile, aircraft, special equipment, buses, etc.) must name the Board of Trustees of State Institutions of Higher Learning as an additional insured and the Mississippi Tort Claims Board as a certificate holder.

CERTIFICATE OF COVERAGE

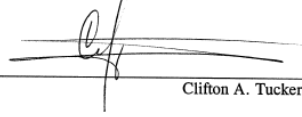
Issued to:

Mississippi State University

The State Institutions of Higher Learning, as a participant of the Mississippi Tort Claims Fund as set forth in Chapter 46, Title 11, Mississippi Code 1972, as amended, certifies coverage of the above named institution under its self-insured IHL Tort Claims Plan. The IHL Tort Claims Plan provides protection for tort claims against employees of the named institution subject to terms and limitations established by law. This Certificate shall continue in full force and affect until such time it may be canceled or rescinded.

Issued this the 13th day of December, 2002.

State Institutions of Higher Learning
IHL Tort Claims Plan



Clifton A. Tucker, Administrator

Automobile Loss Notice Instructions

The Automobile Loss Notice is the mechanism used to inform IHL's insurance agent, Galloway-Chandler-McKinney Insurance Agency, that an auto collision has taken place involving a university vehicle. Once received, a file is established and additional information is gathered as needed. If the other parties involved choose to file an auto liability claim against the university, then the file and the information gathered are used to administer the claim. Since it is merely an internal notification device, there is no need to delay in completing it and sending to the insurance agent. Additional information such as police reports can be added to the file as they become available. The sooner an Auto Loss Notice is received, the more timely a potential claim can be handled to reduce costs, or defended.

Complete and send an Auto Loss Notice as soon as possible after a collision

Date (MM?DD?YYY):

Enter the date that the form is completed.

Date of Accident and Time:

xx/xx/xxxx Include time as indicated and check either a.m. or p.m.

Contact Name and Address:

This is the University representative responsible for submitting all information to the insurance agent, Galloway-Chandler-McKinney. As a point of contact, this person should be able to answer follow up questions, or know who to refer them to. Include e-mail address and business phone as indicated.

Location of Accident:

Be specific enough so someone could find it for additional investigation. Include city and state as indicated.

Description of Accident:

Describe in enough detail so someone can visualize the general motions, impacts and severity. Do not describe as "I/V hit C/V".

Authority Contacted:

Name any law enforcement agencies responding. This can be followed up later by the insurance agent, Galloway-Chandler-McKinney.

Violations/Citations:

Ask the driver if anyone involved received a violation or citation. This will be followed up later by the insurance agent, Galloway-Chandler-McKinney.

Insured Vehicle

VEH #:

Enter the university vehicle number as a reference.

Year:

Enter the year the university vehicle was built.

Make:

Enter the name of the company that made the university vehicle.

Model:

Enter the name the manufacturer has given to the university vehicle.

Body Type:

Examples are: coupe, sedan, station wagon, pick up truck, mini-van, full size van, flatbed truck, motor coach, etc.

V.I.N.:

Enter the vehicle identification number found on the vehicle (usually on dashboard near windshield).

Plate Number:

Enter the letters and numbers found on the license plate of the university vehicle.

Owner's Name & Address:

For all university vehicles on state inventories, the owner should be listed as:

Board of Trustees of State Institutions of Higher Learning
3825 Ridgewood Road
Jackson, MS 39211

Driver's Name & Address:

Enter the name and address of the driver of the university employee.

Relation to Insured:

Employee

Date of Birth:

University driver's date of birth

Driver's License Number:

University driver's license number. List state of issue as indicated.

Purpose of Use:

Describe the reason the university vehicle was in use such as: to travel to research area, transport students, go to conference, haul farm equipment, etc. Answer the question of why the vehicle was at the location of the collision.

Used with Permission?:

Check "yes" or "no". This may be verified by driver's supervisor.

Describe Damage:

Use a few words to describe the damage to the university vehicle such as: dented right rear corner, broken tail light, vehicle rolled- crushed roof, etc. Use additional sheets if necessary.

Estimate Amount:

This is the university driver's best guess as to the repair cost. It is only used as a gauge to determine the severity of the collision, as is the description. DO NOT wait for a written estimate from a repair shop to complete and sent this report.

Where can vehicle be seen?:

If someone needed to inspect the university vehicle, where would you tell them to go? Name the departmental parking lot, motor pool or other location. If still in operation, list where the vehicle is normally located when not in use.

When can the vehicle be seen?:

List the hours the vehicle is likely to be in the above location. If university personnel must be present, limit the hours to normal working hours.

Property Damaged

Vehicle?

Check "yes" and/or "no". This portion describes damage to property not owned by the university. Collisions can be with many things other than other vehicles.

Describe Property (If auto, year make, model, plate #):

If another automobile was damaged, give enough information to identify the exact vehicle involved. Describe all property damaged (auto or other), use additional sheets in necessary.

Owner's Name & Address:

Give separate information for each owner of property damaged by university vehicle. Use additional sheets if necessary.

Other Vehicle/Property Insurance?:

Check "yes" or "no".

Company or Agency Name:

If "yes" was checked, list the name of the insurance company or agent that insures the other party. If the other party was at fault, this will be used to file a claim to recover the university's damages.

Policy #:

The number identifying the insurance policy that covers the other party. This will be needed to recover damages if applicable.

Describe Damage:

Use a few words to describe the damage to the other party's property. This will be compared to other party's statements to determine characteristics of potential claims.

Estimate Amount:

This is the university driver's best guess as to the value of the damage to the other party(s). It is initially used to gauge severity.

Where can damage be seen?:

If know, describe where someone should go to inspect the other party's damaged property.

Injured

Name and Address:

List names and addresses of everyone who was injured as a result of the collision, including university driver, passengers, and people in other vehicles or pedestrians.

Phone (A/C. No):

List phone numbers where each person can be reached. Include Area Code.

PED-INS VEH-OTH VEH:

Check for each person to indicate if they were a pedestrian, inside the insured (university) vehicle, or inside another vehicle.

Age:

Enter age of each person if known

Extent of Injury:

Describe anything you know regarding injuries to injured parties. Describe body part that is injured such as: "broken left wrist".

Witnesses or Passengers

Provide as much information as possible. Witnesses and passengers may need to be contacted in the future. Use additional sheets if necessary.

Reported By:

Name of person who completes the Auto Loss Notice.

Reported To:

Name of person to whom the report was submitted (at Insurance Agent's office).

Signature of Insured:

Signature of Producer:

Form is signed by the Insurance Agent.