VIRGINIA MILTARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 23) 22 August 2014

VMI Driver Qualification and Vehicle Use Policy

1. **PURPOSE:** This document establishes the policies and procedures for faculty, staff, and cadets operating VMI owned (including the Gem Electric vehicles), leased (from the Commonwealth of Virginia), and rented (from a commercial source) vehicles (hereafter called VMI vehicles). It also provides guidelines for driver training and testing and guidance on the use of VMI vehicles, and establishes the proper procedures for reserving state vehicles through the VMI Physical Plant.

2. **BACKGROUND:** Vehicle operation and transportation are critical parts of everyone's life. Failure to follow standard operating procedures by a driver can result in disruption of lives, and possible monetary loss. Each vehicle in the VMI vehicle pool has unique driving characteristics. All take some "getting used to" when driving them for the first time. Some types of vehicles typically used at VMI (particularly large vans), can be a radical change from what the driver is ordinarily accustomed to driving. Use of VMI vehicles must follow laws developed by regulatory agencies, guidelines suggested by insurance carriers and policies issued by VMI. These policies are designed to facilitate the safe operation of VMI vehicles.

3. **AUTHORITY:**
   a. The Chief of Customer Service and Logistics at the Physical Plant, in his/her role as the Transportation Officer, has the authority to determine who shall be placed on the VMI list of persons authorized to operate a VMI vehicle.
   b. The Post Engineer, in his role as the Director of the VMI Physical Plant, has the responsibility to ensure the proper dispatch of state vehicles to authorized VMI drivers.
   c. The Chief of Police is responsible for providing the requisite training and testing of VMI drivers for oversize vehicles (12 or more passengers).

4. **CADET USE OF VEHICLES**:
   a. **Cadets may not operate a VMI vehicle without a faculty or staff representative present unless specifically authorized by permit and a properly approved travel voucher.** Permits must have endorsement of the department responsible for the group, and must be submitted at least three days in advance. Cadets driving VMI vehicles outside the local Lexington area must be accompanied by a faculty or staff member. If traveling in a number of vehicles, they must travel in a convoy with at least one faculty or staff member in the last vehicle. **Exceptions to this policy must be submitted to the Post Engineer for recommendation and will be approved by the Deputy Superintendent Finance, Administration, & Support**.
   b. The duties of faculty or staff representatives accompanying cadet groups are:
      (1) Complete and furnish all documentation for approval to utilize Motor Pool or rental vehicles.

(2) Ascertain that all cadet drivers and alternates are on the approved drivers list, and that eligible drivers possess a valid operator's license.
(3) Accompany cadets en route to and from destination when appropriate.
(4) Ensure that when traveling in more than one vehicle, cadets driving other vehicles will travel in convoy fashion. If one vehicle stops, all vehicles stop as soon as conditions are safe to do so.
(5) Determine that the vehicle load will not exceed the load prescribed by law.
(6) Designate points outside of town or city as re-assembly areas in the event that vehicles are separated by traffic.
(7) Drivers must stop and rest after driving eight hours. There will be a ten hour rest period between driving duty when trip length is more than eight hours.

5. **DRIVER TRAINING AND AUTHORIZATION TO OPERATE POLICY:** All operators of VMI vehicles must have a valid state driver's license**.**
   a. To be placed on the list of authorized VMI drivers, an individual (faculty, staff, or cadet) must apply to be a VMI Driver (see Attachment A). For cadets, the application must be signed by the sponsoring VMI agency. The application requires the individual to attach a photocopy of his/her driver's license. VMI Police will review the application and forward to the Physical Plant for review and disposition.
   b. Anyone wishing to drive a VMI vehicle (12 passenger or larger) must take and pass a Driver Road Familiarization course. The test will be conducted by the VMI Police Department at scheduled times throughout the year. The VMI Police will maintain and publish the approved drivers list. The approved list will indicate those drivers approved to drive automobiles / mini-vans (less than 12 passengers) and those road tested and approved to drive vans of 12 passengers or larger.
   c. All drivers on official Institute travel who rent vehicles from commercial vendors are required to comply with the qualification provisions of this General Order. Cadet drivers of rental vehicles must be at least 21 years old (in accordance with State rental contracts). The age requirements for some rental companies may be older.
   d. To remain on the drivers list, cadets must complete a new application annually indicating changes to his or her driving record. VMI employees will only be required to complete a new application if there is a significant change in status to their driving record. The driver's road-testing program does not have to be repeated annually. Individuals with driving record changes may be required to take a "Coaching the Driver I" classroom training course and the road test as refresher training on a case by case basis.
   e. Rats will not be authorized to drive VMI vehicles until the end of the Rat line.

6. **VEHICLE OPERATION POLICIES:**
   a. Only drivers on the authorized drivers list will be allowed to drive VMI vehicles VMI faculty and staff will ensure that they only approve requests to use VMI vehicles from authorized cadet drivers.
   b. At the time a VMI vehicle is checked out from the Motor Pool or a commercial vendor by an authorized driver, the Pre-Trip Vehicle Inspection Checklist (PT Form 32, see

Attachment B) will be completed. The driver will document any deficiencies on the form. The attendant signing out the vehicle will familiarize the driver with the location of the controls and switches. The attendant will also demonstrate how to adjust the seat and mirrors and observe the driver making the necessary adjustments. The driver will complete the form and record the ending mileage.

c. Only vehicles with a passenger capacity of 12 or less will be used for VMI travel. All passengers must wear a seatbelt at all times. The driver will not drive the vehicle until all passengers are properly belted. At no time will a driver operate a vehicle with more passengers than authorized seats and belts in the vehicle.

d. Vehicle Use Limitations and Restrictions:
   (1) The number of VMI vehicles available for group transports is limited. In order to ensure their availability for other uses, the amount of time a vehicle can be checked out will be limited to 7 days.
   (2) Under no circumstances should VMI vehicles be left at airport parking lots. This renders them unavailable for other use, presents security issues, and is costly. Arrangements should be made for an authorized user from the requestors department to drive the group to the airport and to pick them up.
   (3) The Director of the Physical Plant has the authority to approve exceptions, but these should only be approved based upon extraordinary circumstances and a compelling need.

e. Legal Responsibilities: Drivers of VMI vehicles are responsible for the following:
   (1) Operate the vehicle in compliance with applicable Motor Vehicle Laws and in a manner that will not bring discredit upon the Institute.
   (2) Use the vehicle only for the time requested. Notify the dispatcher of any changes.
   (3) Drivers cannot text using electronic devices while driving.
   (4) Operate and secure the vehicle in a safe manner. Secure the vehicle until it is returned to the Motor Pool. Damage to the vehicle from negligence or abuse is the responsibility of the operator and costs for the repairs will be assigned to the operator. Cleanliness of the interior of the vehicle is the responsibility of the operator.
   (5) State vehicles may not be used to transport alcoholic beverages.
   (6) Limit passengers to those authorized to be transported in VMI vehicles. In general, authorized passengers are those affiliated with the Institute or are involved with the purpose for which the vehicle has been requested (official business of the Institute – vehicles may not be used for personal business).
   (7) At no time will the driver of a VMI vehicle allow passengers to ride in the bed of a truck.
   (8) Do not pick up hitchhikers.
   (9) Do not permit anyone but authorized drivers to operate the vehicles.
   (10) Report any difficulties or vehicle defects to the Motor Pool on the trip ticket.
   (11) Return the vehicle to the Motor Pool as soon as possible upon completion of the trip.

f. Accident Procedures and Reports: In the event of an accident with a VMI vehicle, regardless of the extent of the damages, the Virginia State Police if in the State of Virginia must be called to investigate the accident. If out-of-state, call the nearest law enforcement agency to report the accident. If there are injuries or the vehicle is disabled a call must be made to notify the Institute as soon as possible safely. If involved in an accident and able to do so, accomplish the following:
   (1) Call emergency aid in the event of an injury.
   (2) Render all possible aid to those injured.
   (3) Do not move vehicle unless it is in a hazardous position or to release an injured person unless told to do so by competent authority (a policeman or 911 police dispatcher).
   (4) Direct traffic to prevent other accidents, only if it is safe to do so.
   (5) Obtain the license number, name, and operator's license number of any other drivers involved in the accident; the names and addresses of any eyewitnesses.
   (6) Do not give any statement other than name and license number, or data required for the police report. VMI insurance information is located in the vehicle's glove box. Render all possible assistance to police investigators. Leave the scene of the accident **only** after State Police permission has been given.
      (1) Ascertain from the State Police the location of your vehicle if it is towed away. Determine the extent of damage and include this information in your report of the accident to the VMI Police.
      (2) Report immediately to the VMI Police upon your return to VMI for assistance in completing proper Division of Motor Vehicle forms. A report of the accident must be submitted in writing by the driver and the Officer in Charge within 24 hours of return to Post. The accident forms and statements must be submitted to the Office of the Treasurer for State insurance purposes. The Treasurer's Office will submit the proper paperwork to the Office of Risk management in Richmond for claim consideration.

g. Injuries to Cadets: In the event that cadets are involved in the accident and have been evacuated to a hospital, the person in charge will proceed to the hospital and ascertain the extent of their injuries. Call the VMI Guard Room collect (540-464-7294). Inform the cadet who answers that this is an emergency and to inform the Officer-In-Charge or the Commandant's Office immediately. Give all available details of the accident—names of persons involved, extent of known injuries, name and location of the hospital and telephone numbers where you can be reached. Remain at the hospital until it has been determined that all possible assistance has been rendered to the injured cadets, the hospital staff, and the police authorities. Inform the guardroom when you leave the hospital.

h. Procedures for Reserving and Picking Up Vehicles:
   (1) Process for Reserving a Vehicle:
      a. To access the online system, <u>login to Post View</u>, click on "Employees" and follow the links under "Vehicle Reservations."
      b. Please use this system to make reservations for passenger vans, sedans, or mini vans.
      c. Requests for the "bus" should be made by calling the reservation Help Desk at

464-7760.

d. Requests for the "VIP bus" should be made by calling the reservation Help Desk at 464-7760, after obtaining authorization from the Chief of Staff.

e. Travel authorization forms are still required and should be submitted to p2vehiclereservation@vmi.edu or faxed to 464-7682. For questions regarding reservation requests, please contact the reservation help desk at 464-7760.

The official request for vehicle use shall be part of the Authorization for Institute Travel.

(2) Picking Up Vehicle Keys and Trip Form.

a. The Trip Form and keys will be picked up at the VMI Physical Plant Administration office on the date requested. The VMI Physical Plant hours of operation are 0730 hrs to 1600 hrs Monday - Friday. If you leave your personal vehicle at the VMI Physical Plant, please secure it in one of the Drop Off/Pick-up parking spaces at the south end of the parking lot in front Hinty Hall.

b. The driver of the vehicle, along with the motor pool staff are responsible for recording the odometer reading and performing a vehicle walk around and annotating the condition of the vehicle prior to departure.

c. If leaving before normal work hours, please coordinate with the VMI Physical Plant Motor Pool x7125 to pick up keys based on availability of reserved vehicle.

i. Procedures for Returning a Vehicle: All VMI vehicles will be returned to the VMI Physical Plant facility (Hinty Hall) at Lackey Park. (You <u>should</u> <u>not</u> refuel the vehicle before dropping off. The motor pool staff will refuel at Physical Plant with fuel purchased at the state discounted rate.)

(1) Drop Off During Work Hours

a. When your trip is complete, return the vehicle to one of the parking spaces in front of Hinty Hall.

b. Complete the Trip Form to include ending odometer reading.

c. Remove all personal items from the vehicle and remove trash [receptacle located by the key drop box in the parking lot].

d. Take trip form and keys to VMI Physical Plant Administration office inside main entrance.

e. The Motor Pool staff will pick up the keys and trip form, inspect and clean the vehicle.

(2) Drop Off After Hours

a. When your trip is complete, return the vehicle to one of the parking spaces in front of Hinty Hall.

b. Complete the Trip Form to include ending odometer reading.

c. Remove all personal items from the vehicle and remove trash [receptacle located by the key drop box in the parking lot].

d. Place keys and trip form in the drop box located adjacent to the parking spaces in front of Hinty Hall.

e. The Motor Pool staff will pick up the keys and trip form the next day and inspect and clean the vehicle.

j. After Hours Use, Emergency and Weekend: If the need to use a vehicle occurs on a weekend or is an emergency situation, please follow these procedures:
   (1) Contact VMI Police at 463-9177 to meet you at the VMI Physical Plant Facility (Hinty Hall.)
   (2) VMI Police will determine if vehicle(s) are available and sign out accordingly. If a vehicle is available, the appropriate trip form will be filled out at that time.
   (3) VMI Police will also have the ability to access the fuel pumps located in the VMI Physical Plant compound so that vehicles can be fueled before departure.
   (4) When the trip is complete, please follow the drop off procedures described in Section H.

k. Vehicle Condition at Turn-in: Please return the vehicle in the condition you receive it. If a vehicle is returned with evidence of neglect or abuse, a fee of $50 will be charged to the applicable Department to restore the vehicle to the original condition.

l. Cancelling a Reserved Vehicle: If you have a reservation and determine the vehicle is not needed, please contact VMI Physical Plant as soon as possible, or log into Post View and select the "cancel reservation" option. This will help to support other department requests. If a reservation is not cancelled, the Post Engineer will notify the Deputy Superintendent for Finance, Administration, and Support.

m. Vehicle Maintenance: The operator is provided with a courtesy card (**for emergency use only**) to purchase gasoline, oil, tires, and parts at Virginia Department of Highway Shops as well as a commercial credit card. Gasoline, oil, tires, and batteries may be purchased from commercial stations with the commercial credit card, if the vehicle cannot be serviced at VMI or at the Department of Highway Shops and if an emergency exists. If serious mechanical problems exist with the vehicle, contact the VMI Motor Pool for instructions (540-464-7357).

n. Traffic and Parking Violations**:** The operator of a VMI vehicle is personally responsible for all traffic and parking violations while the car is assigned to him. The Institute will not assume the responsibility or make reimbursements for violations, fines, or penalties.

o. Use of Gem Electric Vehicles:
   (1) Gem Electric vehicles are work vehicles for use by the VMI Staff in the performance of daily tasks of the Institute such as mail pick-up and delivery, inventory transport, computer pick-up and delivery, and inter office coordination.
   (2) Drivers of these vehicles will wear seat belts at all times. At no time will the vehicles be driven at speeds greater than 25 MPH. Drivers will obey posted speed limits. Vehicle headlights will be used during any time of reduced visibility. The Gem Electric vehicles are extremely quiet; drivers must be aware pedestrians may not hear their approach and must anticipate pedestrian actions and react with caution.
   (3) The Gem vehicles may be operated on State roads in the City of Lexington while on VMI business. Gem vehicles can be driven on grass areas of Post in the accomplishment of their mission. They may park in service vehicle parking areas as well as stop in accordance with mission requirements to make deliveries next

to yellow curbs as required. Gem vehicle drivers must not obstruct either foot or other vehicle traffic.

FOR THE SUPERINTENDENT:

James P. Inman
Colonel, US Army (Ret.)
Chief of Staff

DIST: E, Cadets
Attachments

OPR: VMI Police, Physical Plant

Please Print

ATTACHMENT A

AUTHORIZATION FORM FOR FACULTY / STAFF AND CADETS TO OPERATE STATE (VA) VEHICLES

PLEASE FILL IN THE FOLLOWING INFORMATION:

Name_____ _____
(Please print clearly) **Date**

Date of Birth_____

Driver's License Number _____**State**_____

Sponsor/Dept. (Cadet Life, Commandant, Protocol, P.E., etc.,) _____

I request qualification / approval to drive vans with 12 or more passenger capacity.
Yes_____ **No**_____

Are you presently scheduled to go to court for violations of the traffic code?
Yes_____ **No**_____

Have you ever been convicted of a traffic offense? Yes_____ **No**_____ **If yes, please give details for each conviction below. Include time, date, location, and type of violation.**

_____

The above information is current and correct. If information changes – another form must be submitted before driving again.

Signature_____

Please mail or fax this form to the VMI Police. Fax #: 540-464-7756

For Official Use Only

___ Approve Approval Period_____ Disapprove
(Not to exceed the current academic year.)

_____VMI Police _____Date

A photocopy of the individual state driver's license must be attached to this form.

VIRGINIA MILITARY INSTITUTE

Pre-Trip Vehicle Inspection Checklist – Attachment B

This form must be completed by the responsible driver prior to each trip and submitted to Physical Plant Dispatch Office with the beginning and ending mileage.

Team/Department: **Destination:**

Departing: **Returning:**

Driver / Person in Charge: **Vehicle Number:**

Odometer: Departure: _____ **Return: _____**

Please check any item below that you consider to be a problem.

Item:		Item:	
Headlights	☐	Mirrors	☐
Turn signals	☐	Heater/Defroster	☐
Taillights	☐	Seat Belts	☐
Stoplights	☐	Spare Tire/Jack	☐
Horn	☐	Wipers/washers	☐
Brakes	☐	Steering Play	☐
Tires	☐	Other	

You must refuel vehicles at Physical Plant whenever possible! Credit cards provided for EMERGENCY USE ONLY!

In case of accident, see rules and regulations in glove box or door pocket.

Call State Police or local police; in any state, get an accident report

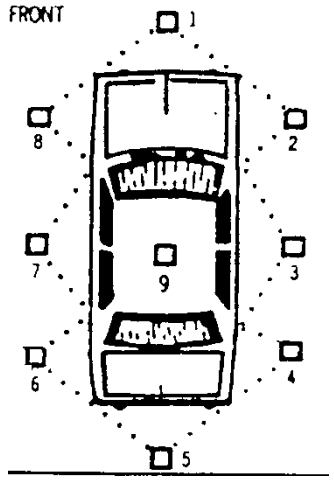
Cadets – Notify VMI Guard Room or Commandant's Office and VMI Post Police.

Faculty & Staff -- notify VMI Post Police: 540-463-7199

In case of mechanical failure, call nearest VDOT shop or use credit card to make repairs, if possible.

State regulations require purchase of regular unleaded gasoline only.

Negligence or abuse is the responsibility of the operator.



Auto Diagram Check Points

Signed: _____ Date: _____

PT Form 32