
All State of Connecticut laws as they pertain to the operation of motor vehicles and their passengers must be strictly adhered to by all users of Eastern and/or State of Connecticut vehicles. Any and all citations or tickets issued in connection with any vehicle misuse, incident or accident are the responsibility of the vehicle’s operator. Eastern will not reimburse the operator for any fines paid.

**General Letter No. 115 can be read by following this link:** [http://das.ct.gov/Fleet/GL115rev2012.pdf](http://das.ct.gov/Fleet/GL115rev2012.pdf)

2. As of 6/16/06, the Eastern administration has mandated that the publication entitled “Safety in Student Transportation: A Resource Guide for Colleges and Universities” be read by those individuals who operate Eastern and/or state of Connecticut vehicles for student transportation. The publication is available on-line through any search engine.

3. **WHAT CAN VEHICLES BE USED FOR** - Eastern and State of Connecticut vehicles may only be used for Eastern and/or State of Connecticut-related business. Personal use of any kind is prohibited. All passengers must be affiliated directly with the State of Connecticut, Eastern or any of its sanctioned programs.

*The willful neglect or misuse of any University or state-owned vehicle is cause for disciplinary action under Connecticut General Statute 4-165 and may cause loss of vehicle privileges for both the driver and their affiliated department.*

4. **WHO CAN REQUEST TO USE A VEHICLE** – Eastern and State of Connecticut vehicles may only be requested by Eastern faculty, staff or administration representatives. Students may **not** make vehicle requests unless they are accompanied by authorization from a proper University authority (faculty, staff or administrator).

5. **REQUEST TIMELINE** - Requests are handled on a first-come, first-served basis. An advance notice of at least two business days is highly recommended for all vehicle requests. Weekly or extended use requests (for classes or programs) should be made at least a half semester in advance. Last minute or emergency requests are difficult to accommodate because of heavy usage.

6. **HOW TO REQUEST A VEHICLE** - All vehicle requests must be made by e-mail to the University Vehicle Coordinator (Scott Smith / smithsc@easternct.edu). All requests must include:

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NAME OF REQUESTOR
CONTACT NUMBER
DEPARTMENT/ORGANIZATION
NUMBER OF VEHICLES REQUESTED
TYPE (Van or Car)
NUMBER OF PASSENGERS
(Van capacity is 12 including the driver.  Car capacity is 4 including the driver.)
DRIVER NAME(S)*
ARE DRIVER NAME(S) ON UNIVERSITY’S APPROVED DRIVER LIST
*It is the responsibility of the Requester to find approved drivers for their trips.
*The University does not provide drivers.

PICK-UP DATE & TIME
RETURN DATE & TIME
DESTINATION (place, city, state)
PURPOSE OF TRIP (in detail)
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Phone inquiries about availability are encouraged, but are not considered formal requests (860.465.4326). All vehicle requests will be confirmed or denied via e-mail.

7. **WHO CAN DRIVE** – As of 8/12, Eastern and State of Connecticut vehicles (under lease from Fleet Operations) may be driven by any University representative who has their name on the University’s Approved Driver List which is produced by the Campus Police Records Office.

8. **HOW TO GET YOUR NAME ON THE APPROVED DRIVER LIST** - All University personnel who drive or may drive University and/or State of Connecticut vehicles must have their name appear on the University’s Approved Driver List. This process only needs to be done one time while the individual is employed or a member of the University community. If there is a need to change the driver requirements, test and/or contract, all individuals will be made aware of the change and what would need to be done to keep their driving privileges. It is the responsibility of the driver to assure that they stay in compliance with all of the provisions on the contract.

All of this information can be found on the Campus Police website or at the following link: [http://www1.easternct.edu/police/safe-driver-information/](http://www1.easternct.edu/police/safe-driver-information/)

The following steps must be taken to become an Approved Driver.

1) Take and pass the on-line PowerPoint presentation, pass the test at the end of the PowerPoint and print out a copy of the test’s result page.

2) Then print out a copy of the University Driver Contract and staple the result page to it.

3) Fill out and sign the University Driver Contract

4) Driver Contract must be brought to an appropriate University authority (Department Head, Supervisor, Dean or Vice President) who must verify by signature that the potential driver’s Operator’s License is valid.

5) The entire document must be brought to the Campus Police Records Office – during business hours – for name placement on the University’s Approved Driver List.

9. **DRIVERS NOT ASSOCIATED WITH THE UNIVERSITY** - A department may have the need to request that a University Volunteer be allowed to drive an Eastern vehicle when no other University personnel are available to do so.

If this is the case, a member of University’s faculty or staff must submit a formal written request to the Vice President of Finance & Administration (Jim Howarth) for a Volunteer Letter to be drafted; allowing that individual, who is not an employee or student of the University, to drive University vehicles.

The request must include specific information on what the volunteer’s duties will be (including the driving of Eastern vehicles with passengers) and contain assurances that the faculty or staff member has verified that the individual’s operator’s license is valid. The faculty or staff member should also make their department head aware of the volunteer request and provide a copy to them of the official request.

Also, before final approved volunteer driver status can be obtained, the volunteer must view the on-line Driver Safety PowerPoint, pass the test, complete Eastern’s University & State Owned Vehicle Safe Driver Contract, have their operator’s license verified by a an appropriate University authority (Department Head, Supervisor, Dean or Vice President), and bring the document to the Campus Police Records Office for processing.

All volunteer driver requests should be made at least a week in advance of the first desired date of travel to allow time for processing.
10. **TRAVEL AUTHORIZATIONS FORMS** – A Travel Authorization Form (TA) must be filled out in the name driver(s) prior to all out-of-state trips and may be obtained from Fiscal Affairs (x55392). Be advised - some departments require TA’s for in-state travel as well. Please check with department or organization’s policy.

11. **VEHICLE PARKING** - All Eastern pool vehicles must be parked in the University Police Department Parking Lot in their designated spaces. All vehicles should be backed into their parking spaces upon return to campus.

12. **KEY PICK-UP** - Keys for reserved vehicles must be signed out from the University Police Department Dispatch window and may only be picked up by the individual(s) listed as the “DRIVER(S)” for a particular reservation on the eReserve system. **Valid Eastern ID or operator’s license is required to pick up the key(s) to University or State of Connecticut vehicles.** The ID will be kept at the Police Department until the vehicle key(s) have been returned to the University Police Department.

*FACULTY/STAFF KEY PICK-UP* - Members of the Eastern Faculty, Staff and Administration listed as a “DRIVER” may pick up more than one key with their valid Eastern ID or valid Operator’s License. They will then be responsible for the return of all keys in their possession. No other individuals are allowed to pick up reserved vehicle keys without permission from the University Vehicle Coordinator.

13. **VEHICLE RETURN / CLEANING / MILEAGE SHEET COMPLETION / KEY RETURN** - Upon return to campus, the inside of the vehicle(s) must be thoroughly cleaned and the mileage sheet filled out completely. The mileage sheet can be found on a clipboard in each vehicle. **PLEASE DO NOT REMOVE THE MILEAGE SHEET FROM THE VEHICLE FOR ANY REASON.** On the proper Date Line, the operator must fill in their Name, Destination, Ending Odometer Reading and Miles for the Day. Keys must then be returned & signed back in to the University Police Department Dispatch window promptly.

*-Failure to comply with items 12 & 13 may result in the loss of vehicle privileges for the operator’s department.*

14. **MECHANICAL ISSUES** - Any and all mechanical or physical problems with any of the vehicles should be reported promptly to University Police and the University Vehicle Coordinator so that appropriate work orders may be submitted. Every effort will be made to provide an alternate vehicle in case of a sudden mechanical or physical problem, but may not be possible given scheduling conflicts. If a vehicle is removed from service for a mechanical or physical problem, as much notice as possible will be given to those affected by its removal. If available, a substitute vehicle will be provided. This is not always possible, however due to the large volume of requests.

15. **ACCIDENTS / DAMAGE** - In case an accident or any physical damage occurs to the vehicle, a DAS Vehicle Incident/Accident Report, which is available on-line at following web address: [http://das.ct.gov/fleet/VehicleAccidentApril5[1].pdf](http://das.ct.gov/fleet/VehicleAccidentApril5[1].pdf), must be filled out and given to the University Vehicle Coordinator as soon as possible upon return to campus (any damage, no matter how minor, must be reported). Unreported damage will be attributed to the last user of the vehicle. Please contact the University Vehicle Coordinator at 860.465.4326 and University Police at 860.465.5310 to report any accident as soon as possible.

This form must be submitted to the State of Connecticut DAS Office of Fleet Operations and the Comptroller’s Office within 48 hours. If the accident occurs off campus, it is the responsibility of the operator to obtain a copy of any written accident report and provide a copy to University Police and the University Vehicle Coordinator. If the vehicle must be towed, be sure to get the name of the towing company and the address of where the vehicle is being towed to and contact University Police at 860.465.5310 for more assistance. Any and all traffic violations or tickets are the responsibility of the vehicle operator. Eastern will not reimburse operators for fines paid.
16. **GAS** - Be sure that the vehicle is fully gassed prior to leaving Eastern. Gas is available from Eastern’s Heating Plant and most State of Connecticut Department of Transportation garages or campuses. The computer fob attached to the vehicle’s key ring is all that is needed to obtain gas at any State DOT gas station. Place the fob into the pump monitor and follow the directions given. There is no direct cost to the operator or the operator’s department for this gas. Eastern departments/organizations that own the pool vehicles may reserve the right to charge other departments for gas costs on a monthly basis. This arrangement will be made prior to any trip if applicable.

Please be sure there is at least a ¼ tank of gas remaining in the vehicle upon return to campus.

17. **GAS CARDS** - Eastern Voyager Fleet cards are attached to each vehicle’s key ring and are provided for gas or vehicular emergencies ONLY. All Voyager Fleet card use reimbursement is the responsibility of the operator’s department. Any Voyager Fleet card receipt should be signed and the user’s department name should be written on the receipt. Receipts should be sent to Fiscal Affairs, Gelsi-Young Hall Room 344. Additional Voyager Fleet cards may be requested by contacting Sue Kennedy in Fiscal Affairs, at 860.465.5370 or by e-mail at kennedys@easternct.edu. **If the Voyager Fleet card is damaged or missing on the key ring, please alert the University Police Dispatcher and Fiscal Affairs as soon as possible.**

18. **NO PETS** - No pets of any kind are allowed in Eastern or State of Connecticut vehicles. Guide dogs are permitted, however.

19. **NO SMOKING** – No smoking is allowed in Eastern or State of Connecticut vehicles

20. **VEHICLE POOL** - As of 7/14, the Eastern vehicle pool consists of the following vehicles (subject to change): Eleven 12-passenger* vans (Pool (5) 46-30, 46-37, 46-40, 46-44, 46-51; Housing (2) 45-5 & 46-59; SGA (4) 46-66, 46-67, 46-74, 46-75) and one 4-passenger* Focus car (5-2102).

*Total includes the driver.

**CONTACT INFORMATION**

**UNIVERSITY VEHICLE COORDINATOR**
Scott Smith, Athletic Equipment Manager
Sports Center Room 118
Office: 860.465.4326  Cell: 860.604.6618
Fax: 860.465.4696
E-mail: smithsc@easternct.edu

**UNIVERSITY FLEET MANAGER / VOLUNTEER DRIVERS**
Jim Howarth, VP for Finance & Administration
Gelsi-Young Hall Room 230
Office: 860.465.4418
Fax: 860.465.5188
E-Mail: howarthja@easternct.edu

**VEHICLE MAINTENANCE**
Jeff Smith, QCW/Mechanic
Facilities Building Room 103
Office: 860.465.0126
E-mail: smithsrj@easternct.edu

**CAMPUS POLICE**
Main Number: 860.465.5310
E-mail: dispatch@easternct.edu

Nancy Harper, Maintenance Supervisor I
Facilities Building Room 212A
Office: 860.465.5345
Cell: 860.919.5680
E-mail: harpern@easternct.edu