

Motor Vehicle Management

Policy 507.10

1 Introduction

1.1 The purpose of this policy is to set the framework for the operation, purchase and management of vehicles owned by Appalachian State University ("Appalachian") or vehicles assigned to the University by the State.

2 Scope

2.1 This policy applies to any person responsible for the operation, purchase and management of a vehicle owned by Appalachian or any vehicle assigned to the University by the State of North Carolina.

2.2 This policy covers all vehicles owned by Appalachian or assigned to the University by the State of North Carolina.

3 Definitions

3.1 Motor Vehicle

Any vehicle owned by Appalachian or assigned to the University by the State of North Carolina.

3.2 University Motor Pool Manager

The University official in Appalachian's Department of Motor Pool responsible for the management and maintenance of all University Motor Vehicles and implementation of this policy.

4 Policy and Procedure Statements

4.1 Operation of Motor Vehicles

4.1.1 Motor Vehicles may only be driven by authorized University employees within the scope of their employment as stated in this section and as outlined in the [North Carolina Department of Administration - Motor Fleet Management Regulations Manual](#) ("Authorized Driver").

4.1.2 For purposes of this policy, an Authorized Driver of a Motor Vehicle is an individual who meets all of the following criteria: (a) must be a University employee (i.e., SHRA, EHRA, temporary employee, or student employee); (b) must be at least 18 years of age; (c) must have a valid Driver License in good standing; (d) must have written approval from a Chancellor Cabinet Member, Dean, Department Director, or Department Head; and (e) the above listed information must be on file with the University Motor Pool Manager.

4.1.3 Authorized Drivers are responsible for the safe operation of the Motor Vehicle and adherence to all University policies and procedures pertaining to the operation of Motor Vehicles.

4.1.4 Seat belts must be worn at all times by the Authorized Driver and passengers when operating a Motor Vehicle.

4.1.5 Authorized Drivers are prohibited from using a mobile telephone to read or communicate with another person through text messaging or electronic mail while operating a Motor Vehicle as prescribed in N.C. Gen. State § 20-137.4A.

4.1.6 Authorized Drivers and passengers are prohibited from smoking in a Motor Vehicle. 4.1.7 Authorized Drivers and passengers are prohibited from having animals in a Motor Vehicle. Those who may require the use of an assistance animal should contact the Office of Disability Resources.

4.2 Motor Vehicle Training

Departments and units are responsible for ensuring that all Authorized Drivers under the department or units' supervision are properly trained to operate a Motor Vehicle and are adequately trained in all aspects of Motor Vehicle safety.

4.3 Purchase of Department Vehicles

4.3.1 Any vehicle that is purchased by a University department or unit must be reviewed and approved by the University Motor Pool Manager before the purchase is completed.

4.3.2 All new vehicles, used vehicles with a model year of five (5) years or less, and vehicles determined by the University Motor Pool Manager to have a value of \$15,000 or more must have comprehensive and collision insurance. The department making the purchase is responsible for any costs associated with the coverage. The department seeking to make a purchase must consult with Appalachian's Insurance and Risk Manager, and the University Motor Pool Manager must receive confirmation from Appalachian's Insurance and Risk Manager within 5 days of purchase that such coverage has been obtained.

4.3.3 Facilities Operations is responsible for the registration of University vehicles. Departments and units must work with the Facilities Operations Purchasing Manager to submit vehicle registration information to the Department of Motor Vehicles. Associated costs with registering a vehicle will be the responsibility of the department or unit who purchased the vehicle. The Facilities Operation Purchasing Manager will be responsible for the retention of vehicle titles for the length of time the vehicle is owned by the University, as well as with adhering to Appalachian Policy 105.1 – Record Retention Policy on the retention of University records.

4.3.4 Departments and units must notify the University Motor Pool Manager to process the transfer or surplus of University vehicles. No vehicles may intentionally be destroyed or transferred without the review and approval of the University Motor Pool Manager.

4.4 Management of Motor Vehicles

4.4.1 Maintenance, Care, and Repairs

4.4.1.1 Unless otherwise directed by the North Carolina Department of Administration, Appalachian's Department of Motor Pool will perform mandatory regular maintenance on all Motor Vehicles in accordance with maintenance and care schedules established by the North Carolina Department of Administration.

4.4.1.2 Unless otherwise directed by the North Carolina Department of Administration, Appalachian's Department of Motor Pool will be the only authorized unit that may perform maintenance and repairs on Motor Vehicles. Notwithstanding, Appalachian's Department of Motor Pool has the authority to designate instances where other parties may perform maintenance and repairs on Motor Vehicles (e.g., emergency situations or road repairs).

4.4.1.3 Department or units will be responsible for any costs incurred by Appalachian's Department of Motor Pool for the performance of maintenance, care, or repair of vehicles purchased by or assigned to the department or unit.

4.4.2 Installation and Removal of Motor Vehicle Equipment

4.4.2.1 Any department or unit in need of installation or removal of equipment on any Motor Vehicle must obtain permission from the University Motor Pool Manager. Such installations or removal may only be performed by Appalachian's Department of Motor Pool or as otherwise directed by the North Carolina Department of Administration.

4.4.2.2 The University Motor Pool Manager will not approve the installation or removal of any equipment that the Manager determines in its sole discretion: (a) will place the driver, passengers, or pedestrians at risk of injury, or (b) will place the Motor Vehicle in a position to fail an annual safety inspection as required by Section 4.4.3.

4.4.2.3 The department or unit requesting the installation or removal of equipment will be responsible for any costs associated with the equipment, installation, maintenance, and removal.

4.4.3 Annual Safety Inspections

4.4.3.1 Unless otherwise directed by the North Carolina Department of Administration, Appalachian's Department of Motor Pool will perform an annual safety inspection on all Motor Vehicles. A Motor Vehicle must pass the safety inspection before the Motor Vehicle may be operated.

4.4.3.2 The department or unit who was responsible for the purchase of the Motor Vehicle, or to whom the Motor Vehicle was assigned, will be required to pay any costs incurred by Appalachian's Department of Motor Pool for inspecting the vehicle or repairing the vehicle to pass an inspection.

4.4.4 Branding University Vehicles

4.4.4.1 Vehicle branding should be coordinated with and approved by University Communications, which is responsible for the interpretation and administration of all institutional graphics that involve the use of the university's name and symbols. Specific guidelines for graphic identity can be found at commtoolbox.appstate.edu.

4.5 Motor Vehicle Accidents and Damage

4.5.1 Any accident or damage involving a Motor Vehicle must immediately be reported to the employee's supervisor, Appalachian's Insurance and Risk Manager, University Police, the University Motor Pool Manager, as well as local law enforcement in the locality where the incident occurred.

4.5.2 Authorized Drivers are responsible for notifying Appalachian's Department of Motor Pool of any mechanical hazards, inoperable vehicle equipment, or other automobile concerns observed during the operation of a Motor Vehicle.

4.5.3 Authorized Drivers are personally responsible for costs incurred as a result of parking and traffic citations; damage to vehicles as a result of negligence, abuse, or illegal activity; or restoration of the Motor Vehicle to its original condition as a result of unauthorized installation or removal of equipment.

4.5.4 Claims of accident or damage to personal vehicles of employees that are being used for official University business should be made through the employees' primary auto insurance policy. If necessary, as determined by Appalachian, the State's coverage may supplement the employee's personal policy as excess coverage.

4.6 Administration and Policy Implementation

4.6.1 Policy Administration

The Vice Chancellor of Business Affairs (the "Vice Chancellor") is responsible for the administration of this policy, which includes providing oversight of Appalachian's Department of Motor Pool who has authority to develop and implement University procedures as it relates to the operation, purchase, and management of Motor Vehicles. With oversight from the Vice Chancellor, Appalachian's Department of Motor Pool has the authority to establish additional procedures and guidance that are not proscribed by or do not conflict with this policy.

4.6.2 Insurance and Risk Management Administration

Consistent with this policy, Appalachian's Insurance and Risk Manager has authority to develop and implement University procedures as it relates to insurance coverage of all Motor Vehicles and rental cars utilized by University employees.

4.6.3 Legal and Regulatory Compliance

Administration of this policy and related University procedures shall be consistent with federal and state laws and regulations (e.g., North Carolina Department of Administration – Motor Fleet Management Regulations Manual), UNC System policies, and Appalachian policies and procedures.

4.6.4 Enforcement

Violations of this policy may result in grounds for disciplinary action, up to and including discontinuation or termination of employment.

5 Additional References

6 Authority

[North Carolina Department of Administration – Motor Fleet Management Regulations Manual](#)

7 Contact Information

Department of Motor Pool – 828-262-8819
Insurance and Risk Management - 828-262-7031
Facilities Operations – 828-262-3190
Office of Disability Resources - 828-262-3056

8 Original Effective Date

9 Revision Dates