

<b>SUBJECT:</b> Facilities & Safety Shared Fleet Vehicle Procedure	<b>Effective Date:</b> 3/20/2013	<b>Procedure Number:</b> FS 2013 FO0003	
	<b>Supersedes:</b> FS 2012 FS0004	<b>Page</b> 1	<b>Of</b> 2
	<b>Responsible Authority:</b> Associate Vice President, Administration and Finance (Facilities & Safety)		

**APPLICABILITY/ACCOUNTABILITY:**

This procedure applies to all Facilities & Safety (F&S) employees who have a valid Florida driver's license and who need to use a vehicle to conduct official university business. This procedure is also covered by the Facilities & Safety Vehicle and Driver's License Policy, #FSP 2012 RM0008.

**PROCEDURE STATEMENT:**

Facilities & Safety (F&S) employees who do not have assigned vehicles may use one of the shared fleet vehicles available to conduct university business, during all F&S work shifts.

**DEFINITIONS:**

**Shared Fleet Vehicle:** Vehicles that are shared by more than one user

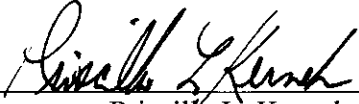
**Traka Key Box:** Secure key access control box

**PROCEDURES:**

- Employees needing to check out a vehicle must first contact Housekeeping Services, to be activated within the Traka Key System.
- Employees may check out a fleet vehicle from the Traka key box in the rear of Building 16A. The Traka box is located in the hallway by the Kronos time clock, leading out to the F&S inner compound parking lot. Vehicle numbers and numbered parking spaces in the F&S inner compound correspond with the Traka key fobs #301 - #330.
- To open the Traka box door, an employee may use his or her UCF ID card, or enter a pin number. When swiping the ID card, the magnetic strip must face to the right of the employee. The employee can also enter his or her pin number, the last four numbers on the University ID. An available vehicle (#301 – 330) is designated when a green light appears immediately above the key fob slot. The employee will push the button for the

key fob to remove the keys. Once the employee has removed the keys to the car, the door to the key box must be closed.

- Employees are responsible for refueling the vehicles. When the fuel gauge reaches  $\frac{1}{4}$  full, that driver must fuel the vehicle. A fuel key is attached to the vehicle's key fob. A black key is for Ethanol 85% or E85 fuel, and a green key is for Unleaded E10 or B5 Biodiesel fuel.
- When the employee returns to the complex, the mileage must be recorded in the vehicle log book and on the Traka box when returning the key. The vehicle must be parked in the spot corresponding to the vehicle's number. The employee will reopen the Traka box, replace the key fob in its correct numerical location, and enter the mileage on the key pad. Employees will treat University vehicles properly and leave them clean.
- Should a shared fleet vehicle be damaged during use (other than normal wear and tear), the employee must report the accident to his or her supervisor. An Automobile Accident Report must be completed by the employee and submitted to Environmental Health and Safety (EH&S) within 1 business day. When there are vehicle service issues or concerns, the driver noting the issue must place a work order through the F&S Work Control Center.
- Note: Vehicle #322 is a passenger van and may only be checked out by drivers who have prior experience driving a van. F&S department directors should canvas their employees to determine any drivers who are comfortable driving a van of this size, and who will volunteer to drive. F&S directors must provide a list to Housekeeping Services of any van drivers so that they are activate in the Traka box, to use this van.

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President, Administration and Finance (Facilities and Safety)	3/12/13