

<b>SUBJECT:</b> Facilities & Safety Vehicle and Driver's License Policy	<b>Effective Date:</b> 9/4/12	<b>Policy Number:</b> FSP 2012 RM0008	
	<b>Supersedes:</b>	<b>Page</b> 1	<b>Of</b> 2
	<b>Responsible Authority:</b> Associate Vice President, Administration and Finance (Facilities and Safety)		

**APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all A&P, USPS and, where applicable, OPS employees within the Facilities & Safety (F&S) section of Administration and Finance (Associate VP Office, Emergency Management, Environmental Health & Safety, Facilities Operations, Facilities Planning and Construction, Landscape and Natural Resources, Resource Management, Sustainability and Energy Management, and University Police).

**NOTE:** This policy applies to those employees within Facilities & Safety that drive a F&S fleet vehicle.

**POLICY STATEMENT:**

F&S fleet vehicles are to be used for official UCF business only, and all F&S employees driving F&S vehicles must have a valid driver's license. Certain F&S job classifications require a valid driver's license as a requirement of employment, and on occasion, other F&S employees may be asked to drive a vehicle for official UCF business. This policy will outline the appropriate use of F&S vehicles, and the process for maintaining a valid driver's license when operating a UCF fleet vehicle.

**DEFINITIONS:**

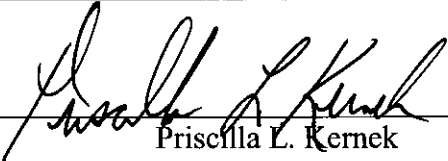
**Fleet Vehicle:** A vehicle that is one vehicle of a group of vehicles owned or leased by UCF.

**POLICY:**

UCF fleet vehicles are provided for the use of Facilities & Safety employees who are on official UCF business, during the course of their regularly assigned shift or work, and in the performance of their duties and responsibilities. UCF fleet vehicles may not leave the campus without proper authorization and may never be used to conduct any errands or tasks of a personal nature at any time. Employees are to follow all rules of the road. Additionally, employees may not be on a cell phone, adjusting or working a radio, eating, drinking, or texting with someone while driving. Some UCF fleet vehicles are equipped with a GPS tracking device which may be used to verify appropriate usage, locate a vehicle, or provide data for route analysis.

F&S employees are prohibited from driving a UCF fleet vehicle without a valid driver's license, and F&S has identified several job classifications where a valid driver's license is a requirement of employment.

It is the employee's responsibility to ensure his or her driver's license is valid during the course of employment at UCF. Employees are required to notify their supervisor immediately if there are any changes in their drivers' license status. Failure to do so may result in disciplinary action up to and including termination and ineligibility for rehire status. If an employee is required to drive a UCF fleet vehicle for his or her job and his or her license becomes invalid for any period of time, the department may provide an accommodation if possible for a maximum of six (6) months. This one-time accommodation is up to the discretion of the department director. If any future occurrences of an invalid license occur, the employee will be placed on an unpaid administrative leave. Supervisors or authorized department representatives are responsible for periodically checking the driving record of those who routinely drive a UCF fleet vehicle. Facilities & Safety HR/Payroll Office verifies every December a record of driver's license numbers and expiration dates for F&S employees.

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	9/4/12