

Fleet Procedures Sheet

- As part of the usage approval process a “Fleet Vehicle Reservation/User Agreement Form” must be completed and submitted to the DPS office at least 1 week prior to requested check-out date. The Chief of Public Safety or his designee will inform the requestor and DPS upon approval.
- Once approved the user should report to DPS to pick up the vehicle and the vehicle keys the day of check out.
- Vehicles are parked in marked spaces in the Centenary Square lot and have orange safety cones placed.
- All drivers who plan to check out the small buses (for the first time) must complete a road test, with DPS, to familiarize themselves with the bus, before they will be allowed to use the vehicle.
- All drivers must be at least 21 years of age, with a **valid** driver’s license, and **clean** driving record.
- “Fleet Vehicle Checkout/Return/Inspection” forms must be filled out thoroughly at check-out and return of the vehicle to DPS.
- “Fleet Vehicle Checkout/Return/Inspection” forms and key(s) must be returned to DPS immediately following each use.
- Vehicles must be cleaned out after each use. Small trash cans will be provided in the vehicles and dumpsters are available in the Centenary Square parking lot.
- Inspect vehicles prior to and after each use, noting any obvious damage or safety issues, on the “Fleet Vehicle Checkout/Return/Inspection”. You WILL be responsible for any damages NOT reported.
- Cleats CANNOT be worn in the vehicles. Storage is available in the rear of the buses and vans.
- If your trip is canceled, it is your responsibility to inform the DPS office as soon as possible.
- Vehicles must be returned with at least the same amount of gas as it had when checked out or your Department will be charged for the difference, per gallon, at fair market value, for fuel.
- All drivers must have completed a driver safety orientation, coordinated with DPS and then be “pre-approved” to drive any institution owned or rented vehicle.
- Ensure all safety belts and harnesses are in good working condition and that there are enough for the number of passengers in the vehicle
- Management responsibility:
 - DPS - Reservation approval; forwarding approval to DPS & requestor.
 - DPS - Check-out and check-in of the vehicles to include pre and post vehicle inspections.
 - Facilities - Routine vehicle maintenance; fill-in at times for vehicle check-out & check-in services.
- It is EVERYONE’s responsibility to care of our fleet vehicles so they can last.
- For accidents in a fleet owned or rented vehicle;
 - Call 911 as necessary for emergency services
 - Call DPS at (318) 869-5000 to report the accident, as soon as possible
 - Report the accident to the institution’s Risk Management Officer, Scott Merritt, at risk@centenary.edu , within 24 hours.
 - Exchange basic information with the driver and passengers of each vehicle, involved in the accident, to obtain the following: Name(s), Address(s), Telephone Number(s), Type of Vehicle(s), License Plate Number(s); Insurance Company Name(s), Phone Number(s) & Policy Number(s)
 - If needed, contact a car rental agency for rental and if vehicle is rented, to report the accident.
- For break downs;
 - Contact a local repair shop. (We are looking into AAA for road assistance).
 - Contact DPS and inform them of the breakdown at (318) 869-5000, as soon as possible.