



## **FLEET POLICIES AND PROCEDURES**

The following policy and procedures have been established to enhance the operations of Eastern Oklahoma State College’s in-state and out-of-state travel. This policy is to ensure all employees are aware of the State of Oklahoma travel laws and how they affect employees on official college business.

Office Responsible:	Business Office; Human Resources Office
Area Information is located:	Website
Date Document was last updated:	October 23, 2019
Date Policy and Procedure was last updated:	October 23, 2019

### **General**

All vehicles (fleet or personal) traveling on College business must have the following forms in the vehicle with them at all times:

- OMES Accident Information Form
- OMES Liability Coverage Letter
- OMES In Case of Accident Card

These forms may be picked up in the Physical Plant when you turn in your Fleet Request Form.

Only EOSC employees, adult volunteers and EOSC students are allowed to travel in an EOSC Fleet vehicle.

If driving your personal vehicle for College business, you need to let your insurance company know or they may not cover any damages you may incur while traveling.

### **Single Day Travel**

A Fleet Request Form along with a list of all person’s traveling must be completed and turned into the Physical Plant prior to traveling for all travel, including the use of personal vehicles. It is the responsibility of the EOSC employee to keep track of mileage on Fleet Request Form and return this form to the Physical Plant upon returning.

Employees are not allowed to take EOSC Fleet vehicles home for any reason.

### **Overnight Travel**

NOTE: Out-of-State travel requires approval by the EOSC Board of Regents. The Board has requested that all Out-of-State travel be submitted at the beginning of each semester to have proper approval through the Board of Regents prior to your trip.

A Fleet Request Form along with a list of all person’s traveling must be completed and turned into the Physical Plant prior to traveling for all travel, including the use of personal vehicles. The travel arrangements must be made through the Travel Clerk if an employee plans to stay overnight for College business. Please see the Travel Policies and Procedures Manual for instructions.

During overnight travel EOSC Fleet vehicles cannot be used for personal travel like shopping, touring, etc. Vehicles must go strictly from the hotel to conference center other than for meals. All meals must be within 10 miles or if in a rural area they must be within a reasonable distance.

## **In-State Travel Coverage**

All EOSC Fleet vehicles while traveling on College business and In-State will be covered by OMES Risk Management. This will include the EOSC vehicle and employees along with the other driver's vehicle and passengers. This does not cover students in the EOSC vehicle.

If the EOSC employee is in their personal vehicle, the State Risk Management Insurance will cover the other driver's vehicle and injuries along with the EOSC employee's injuries but will not cover the EOSC employee's personal vehicle. The EOSC employee's personal vehicle will have to be filed with their personal insurance or the other drivers insurance (whichever one is negligent).

## **Out-of-State Coverage**

All EOSC Fleet vehicles while traveling on College business and Out-of-State will be covered by OMES Risk Management. This will include the EOSC vehicle and employees along with the other driver's vehicle and passengers. This does not cover students on the EOSC vehicle.

If the EOSC employee is in their personal vehicle and gets involved in an accident, their personal insurance or the other driver's insurance, depending on who is negligent, will have to cover the EOSC employee's personal vehicle. If the EOSC employee is negligent, their personal insurance will cover the other driver's vehicle until their insurance is exhausted, then the State Out-of-State Liability Policy will apply.

## **Rental Vehicle**

If an EOSC employee needs to rent a vehicle, then Enterprise Rent-A-Car should be the first option. We have a statewide contract with Enterprise which will include discounts and insurance coverage, including Out-of-State coverage. If the travel requires a large bus, you will need to add the liability insurance when renting the vehicle.

All travel arrangements should be completed through the Travel Clerk to insure the rental vehicle is covered under the statewide contract.

If the EOSC employees are involved in an Out-of-State accident, the State Risk Management will cover the other driver's vehicle and the Enterprise Statewide Contract will cover the Enterprise vehicle.

If there is not an Enterprise available, the employee must elect to get the additional liability insurance when renting the vehicle.

## **What to do after an accident if on College business**

Call 911

Call local police to make a report

Make sure everyone is OK

Complete the Accident Information Form. You will keep this form and turn it into the VP of Administrative Services.

Give the other driver the In Case of Accident Card

Give the OMES Liability Letter to the police officer working the accident. This is your liability insurance coverage.

Contact the Vice President of Administrative Services to complete paperwork regarding any accident immediately. If the accident is after hours or weekends, please contact the Vice President of Administrative Services the next business day.

Do not give your personal insurance to any one on scene; this includes the other driver or the police officer. The OMES Liability Letter is your liability insurance coverage. The insurance will have to be processed through OMES Risk Management.

**Breakdown of Coverage**

	<b><u>Fleet Vehicle</u></b>		<b><u>Personal Vehicle</u></b>		<b><u>Rental Vehicle</u></b>	
	<b>EOSC Vehicle</b>	<b>Third Party Vehicle</b>	<b>Your Vehicle</b>	<b>Third Party Vehicle</b>	<b>Rental Vehicle</b>	<b>Third Party Vehicle</b>
<b><u>In-State</u></b>	Covered by State's Commercial Auto Physical Damage Policy	Covered by State Risk Management	Covered by negligent party either Employee or Third-Party Vehicle	Covered by State Risk Management	Statewide contract includes this insurance. If not on Statewide contract, we need to purchase insurance to cover it.	Covered by State Risk Management
<b><u>Out-of-State</u></b>	Covered by State's Commercial Auto Physical Damage Policy	Covered by State Risk Management	Covered by negligent party either Employee or Third-Party Vehicle	Covered by Employee's personal insurance until exhausted, then State's Liability Policy applies	Statewide contract includes this insurance. If not on Statewide contract, we need to purchase insurance to cover it.	Covered by State's Commercial Out-of-State Liability Policy