



Procedure:	SOM Van Use
Functional Area:	ADMINISTRATIVE
Policy Reference:	Employee Handbook, Appendix 2, pp 187-195

Status:	FINAL
Effective:	3/1/2018
Procedural Contact:	SOM Senior Director
Responsible Office:	SOM Dean's Office/UIW Fleet Coordinator
Last Reviewed/Updated:	7/12/2023
Applies to:	University Vehicle Services Policy

Purpose: The purpose of this procedure is to outline the steps required for reservation and use of a SOM or Enterprise vehicle when traveling on University business.

Policy Statement: If an employee is authorized to drive a UIW vehicle between his/her home and place of work, he/she will not make any non-emergency stops along the way except for refueling except as otherwise authorized by the department director. Only UIW employees or other personnel, authorized by the department director, may be transported to or from work; they must live on the employee's direct route to and from work. No other person may be transported in a UIW vehicle except in the line of duty without the express permission of the department director.

In the case of an accident while driving a UIW vehicle, the employee will immediately call the police, or law enforcement agency in the jurisdiction, and his/her supervisor. The employee will not leave the scene of the accident, unless required to do so because of injury, until after the police investigation is completed.

I. Procedure – When traveling on University business, faculty/staff are strongly encouraged to use a University vehicle rather than their personal vehicle. If choosing this option, the driver must first be added to the University Approved Driver list. *Please be aware that if you choose to drive your own vehicle, you will be liable for anything that happens to you or your vehicle, not the University.* SOM personnel have two options when driving on University Business – 1) Use of the SOM Van (requested/reserved through the SOM Senior Director of Accreditation & Professional Development; or 2) Use of a rental car (requested/reserved by Enterprise through UIW Vehicle Operations)

A. Confirming that you are on the Approved Driver list

1. Contact UIW Vehicle Operations at (210) 829-3907.
2. If the driver is not on the list, he/she complete the Driver Authorization Form found on the Shared Drive in the General Use Forms/Travel folder and submit it to the SOM Senior Director as soon as possible to begin the approval process. A copy of your valid Driver's License must be included with the Authorization Form. **Please note: You are not**

authorized to drive a University Vehicle until the Purchasing Department approves your request.

B. Requesting a Vehicle

1. In advance of travel (at least 1 week, preferably more), complete and submit the Vehicle Request form, also found in the Travel Folder on the Shared Drive, to the appropriate resource:
 - a) SOM Van: SOM Senior Director
 - b) Enterprise Rental Car: UIW Vehicle/Fleet Services
2. You will receive email confirmation of availability (first come, first served), indicating that you have the van reserved. If the van is already reserved, you will receive an email directing you to submit a request for a rental car to Jessica OR you may choose to drive your own vehicle.

C. Checking Out/In the SOM Van

1. On date of travel, complete the Vehicle Sign-Out sheet in SOM Senior Director's office (Building 1, Room A251)
 - a) Name, Date of check-out
2. Pick up keys and gas card – insurance information is kept in the vehicle. While traveling, keep gas receipts in the envelope labeled for this purpose.
3. Upon return, bring keys, gas card and gas receipts back to the SOM Senior Director. Also note the ending mileage on the note pad provided.
4. Complete Vehicle Sign-out sheet
 - a) Date of check-in, ending mileage, and check gas card/receipts returned.

D. Reserving an Enterprise Vehicle

1. Submit the **Vehicle Request Form** found in the Shared Drive General Use Forms/Travel Folder to the UIW Vehicles Services (mrmonrea@uiwtx.edu) to initiate the request/reservation process.
2. Please refer to the **Vehicle Services Policy & Guidelines** in the UIW Employee Handbook, Appendix 2 Pg. 191, to complete this process.
Note: Contact Vehicle Services (as indicated above), rather than CTP to reserve a rental car for travel within the state of Texas (when **not** associated with booking airfare).