

**DRIVER  
SAFETY &  
VEHICLE  
MANAGEMENT  
PROGRAM**

**University of Alabama**

**Effective: January 1, 2009  
(Revised: July 1, 2016)**

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## ***A. Program Description***

The University of Alabama maintains a fleet of vehicles for the purpose of conducting University business and providing services to the campus community. It is essential that University vehicles be operated as safely and economically as possible. All operators of these vehicles should meet University requirements, adhere to traffic laws and follow the procedures/guidelines contained in this program (hereafter the “Program”).

For the purposes of this Program, a University vehicle includes all vehicles licensed for road use that are owned or leased by the University, including vans and golf/utility carts.

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## ***B. Driver Requirements***

Any person operating a University vehicle must meet the following requirements:

- 1) **Minimum Age** – No less than 21 years of age.
- 2) **Driving Experience** – No less than 3 years.
- 3) **License Requirement** - A valid driver’s license, issued in the United States. The license must be appropriate for the type of vehicle the driver is seeking authorization to operate.
- 4) **Motor Vehicle Record (MVR) Review** – Any driver seeking to operate a University owned, leased or rented vehicle must submit his or her driver’s license information and authorize the University to access the driver’s MVR. Refer to the MVR Section of the program for details on the authorization and review process.
- 5) **Training Requirements** – Prior to operating a University vehicle, **every driver is required to participate in an on-line driver safety/education training program** to promote safe driving and encourage defensive driving techniques. This program takes about 15 minutes and is accessed via the UA Risk Management website.

Additional training is required for drivers prior to operating passenger vans (capacity of 9 or more including the driver) and golf/utility carts that are typically an altered or modified version of a golf cart to accommodate passengers or a utility bed/enclosure. Training is required on a one-time basis and is designed to address the unique risks of these type vehicles and the common driver errors that may lead to accidents. Please contact Ms. Dora Hobson in Risk Management via e-mail or phone ([dhobson@fa.ua.edu](mailto:dhobson@fa.ua.edu) or 205-348-4535) for access instructions to this additional on-line training program.

- 6) **Physical Limitation or Restrictions** – Any person intending to operate a University vehicle should have the physical ability to do so without endangering themselves, their passengers, other motorists, pedestrians or any other person or property. Any restrictions (i.e., corrective lenses, not operating after dark, special controls, etc.) indicated on the license of an approved driver must be followed. With regard to any such license restrictions, Human Resources will provide assistance to employees and the Office of Disability Services will assist any students (not employed by the University) where a reasonable accommodation might be needed for the safe operation of a University vehicle.

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## ***C. Driver Responsibilities***

- 1) **Compliance with Traffic Laws** – Drivers must comply with all traffic laws, traffic warning signs, speed limits, road markings, traffic control devices, railroad crossing signals, parking regulations, warning signals, pedestrian crossings, school bus stop requirements, etc. as set forth in the Alabama Rules of the Road (Ala. Code, Title 32, Chapter 5A.)
- 2) **Attention on Driving** - A driver must not engage in any activity that would distract from the safe operation of the vehicle. This includes controlling the actions and activities of passengers to prevent distractions and having the necessary focus on the safe operation of a vehicle. The driver should avoid eating, reading, or adjusting audio equipment.
- 3) **Cell/Smart Phone or Communication Device Use** - Cellular telephones or other wireless telecommunication devices (i.e. text message devices, PDAs, smartphones, tablets, voice-activated devices, etc.) may not be used by the driver while the vehicle is in motion. The driver should rely on a passenger to use such devices or pull off the road to a safe location. Additionally, Alabama Code Section 32-5A-350 (2012) prohibits a driver from texting while the vehicle is in motion.
- 4) **GPS Units** - GPS units are allowed in University vehicles to assist the driver in navigating a suitable route and locating destinations. However, the driver should remain focused on driving and not allow the GPS unit to distract from the safe operation of the vehicle.
- 5) **Audio Equipment** - Wearing audio equipment headsets/ear plugs while operating a vehicle is not allowed. The volume level of vehicle or other audio equipment must be kept at a level that allows the driver to hear horns, sirens, and other noise-making devices from emergency and other vehicles.
- 6) **Alcohol or Substance Use** – Alcoholic beverages may not be consumed by the driver or passengers while in a University vehicle. No driver may operate a University vehicle while under the influence of any substance, such as drugs or alcohol. Post-accident substance testing may be required as provided for in the Human Resource Policy Manual.
- 7) **Directional Signals** – The driver should use signals at appropriate times to inform others of his or her intentions to turn or to take other action where the use of a signal is either a suggested practice, courtesy to other drivers, or required by traffic laws.
- 8) **University Parking Regulations** – University vehicles are subject to the same rules as any other vehicle when parking on campus. Vehicles must be parked in a legal parking space appropriate for the vehicle.
- 9) **Emergency Parking** - Traffic cones, signs, emergency flashing lights and/or other appropriate warning methods should be used if the vehicle is parked in a travel or emergency lane to perform a special duty or if the vehicle becomes disabled.
- 10) **Vehicle Parking** - To protect University vehicles, park in an area where the vehicle will be safe while unattended. This typically means a parking lot with ample lighting and/or where the vehicle can be observed. Always remove the keys, **close** the windows completely, remove items prone to theft, and lock all doors. **Do not hide the keys in the vehicle.**

- 11) **Backing a Vehicle** – To help avoid an accident while backing a vehicle, walk around the vehicle and confirm that backing will not endanger pedestrians, other vehicles, other objects, or the vehicle being moved. Use both interior and exterior mirrors, checking both sides as backing occurs. Whenever possible while backing a trailer, one person should be on each side to confirm the area is clear and to provide direction to the driver. The driver should have clear sight of the people offering backing direction/assistance and they should never be in a blind spot or area where the driver's view is obstructed.
- 12) **Secure Cargo and Personal Items** – Provide for the safe transport of materials and goods by securely fastening all loads, regardless of weight or height, to prevent rolling, pitching, shifting or falling. No one should be allowed to physically “steady” the load while the vehicle is in motion. Tailgates are to be secured in an upright position before the vehicle or trailer is moving except when the load exceeds the length of the bed of the vehicle. If a load extends beyond the end or width of the vehicle, use caution and review Alabama Code Section 32-9-29 to determine if an escort or other precautions or permits may be necessary. Extended or wide loads should not be transported during periods of darkness or limited visibility. Loads of loose materials such as sand, gravel, or trash should be covered by a tarp or transported in an enclosed truck bed. If a vehicle is equipped with a load barrier to protect the driver and passengers from unsecured cargo, the barrier must be in sound condition and in place when carrying unsecured cargo.
- 13) **Driver/Passenger/Occupant Safety** – Without exception, *all occupants must be seated and secured with seat belts* either designed and installed by the vehicle manufacturer or intended for aftermarket installation by a qualified mechanic. Drivers should not allow a passenger to ride in the bed or cargo area of the vehicle, sit on the tailgate or sides of a truck/utility bed, or allow passengers to extend their arms or legs beyond the vehicle while it is moving. Passengers may not ride in a trailer while it is being towed.
- 14) **Non-Smoking & Use of Tobacco Products** – Smoking and the use of smokeless tobacco products are not allowed in University vehicles.
- 15) **Weather Conditions** – The driver should evaluate weather conditions and determine what precautions are necessary such as stopping travel, reducing speed, increasing following distance, using headlights in limited visibility situations, etc. If necessary, a driver should cancel a trip, temporarily suspend travel or delay departure times until dangerous weather conditions have abated.
- 16) **Travel Time & Distance** – The driver should be rested and alert when operating a University vehicle. Fatigue behind the wheel of an automobile is dangerous and each driver should consider when rest breaks are needed or when driving responsibilities should be turned over to another approved and rested driver. The length of time behind the wheel before fatigue becomes an issue will vary by driver and may depend upon weather conditions, traffic, road conditions and the amount of rest prior to driving. At a minimum, a driver should consider taking a 15-20 minute break every 3-4 hours and avoid driving more than 8 hours without a rest period with at least 7-8 hours of uninterrupted sleep.
- 17) **Vehicle Inspection & Condition** - The driver must confirm the critical equipment and operating features (i.e., engine, transmission, steering, defroster, brakes, tires, mirrors, lights, signals, wipers, horn, etc.) are functioning properly before every trip. If a vehicle displays a warning light or alarm, the vehicle should be taken out of service immediately until the problem can be identified and repaired or it can be determined if the vehicle is safe to drive until repairs can be made. If a vehicle is unsafe to operate, notify Fleet Services (if rented from Fleet Services) and/or contact the vendor (refer to K.4.) engaged by Fleet Services to provide roadside assistance. If the vehicle is owned by UA, contact Garage Services immediately. If unsafe to operate, the vehicle may not be used until repairs are completed. If a driver is uncertain how to check critical equipment, Garage Services will provide a pre-trip inspection.

**18) Vehicle Load** – The vehicle shall not be loaded beyond the rated capacity for weight and/or number of passengers. Every passenger must have a seat where a seatbelt is available.

**19) Driving Violations & Convictions** – If an approved driver is cited for a serious traffic violation (refer to D.9.), the matter must be immediately reported to the driver’s supervisor/manager, or in the case of a non-employed student or non-employee/volunteer, the appropriate contact such as the academic department or person responsible for the organization or activity. This self-reporting requirement also applies when a driver is cited for any moving traffic violation that, when combined with other prior traffic convictions and at-fault accidents, places them in the *unacceptable* category as explained below in Section E.3.

If convicted of a driving offense, the authorization to drive a University vehicle may be withdrawn and the employee may be subject to job reassignment and/or other disciplinary action including possible termination. Temporary suspensions of driving privileges may also be imposed pending an adjudication of the citation by the court.

The failure to self-report a serious violation or violation/accident that, when combined with other prior traffic convictions and at-fault accidents places a driver in the *unacceptable* category will be treated in the same manner as any other violation of University rule or policy. The driver is responsible for providing an immediate update on the status or outcome of the adjudication process for each citation.

**20) Accident Reporting** – Any driver involved in an accident must report the matter to his or her supervisor and Risk Management immediately. Refer to the ***Accident Procedures*** (refer to Section H.) for instructions on what action should be taken if involved in an accident. The accident must also be reported to Fleet Service if the vehicle is a lease or short-term rental provided by Fleet Services.

**21) Traffic & Parking Violations** - Drivers are responsible for all fines, penalties, legal fees or other costs resulting from a citation or traffic/parking violation issued while operating a University owned, leased or rented vehicle. The driver may, at his or her expense elect to contest the citation or traffic/parking violation and have the matter adjudicated by the court assigned to hear such matters. The driver must adhere to the decision of the court and pay the fines, costs, interest or other charges levied by the court to conclude the matter. Should the court allow the driver to attend a driving school in lieu of a fine or penalty, the driver must pay the cost of the driving school in addition to any fines, penalties, court cost, etc..

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## ***D. Department/Business Unit Responsibilities***

**1. Program Compliance** – Confirm with Risk Management that a driver meets the Program requirements and is authorized by Risk Management to operate a University vehicle. This requirement has two exceptions:

**1) Limited Use** – Limited use is defined as use of a department vehicle a maximum of 3 times per semester for driving on campus or within a 5 miles radius of campus. If this exception is considered, it is the responsibility of the department to confirm that the driver has a valid license and to inform the driver of the area and frequency limitations.

**2) UAPD Employees** – UAPD employees who are subject to a departmental screening process are exempt from the Risk Management screening process.

2. **Policy Awareness** – Provide the authorized driver with a copy of this Program to understand his or her obligation to operate a vehicle in a safe manner, comply with traffic laws and practice defensive driving.
3. **MVR Review and Driver Approval** – All drivers not included in the exceptions in Section D-1 above must electronically submit the necessary information and authorization using the “Motor Vehicle Record (MVR) Authorization” link on the Risk Management website. To find this link, go to “ua.edu” and select the “A to Z Index”. Select “Risk Management”, “Driver Safety & Vehicle Management” and “Motor Vehicle Record (MVR) Authorization.” Once the prospective driver has submitted the information and authorization, an email will be sent to the prospective driver’s supervisor, manager or person responsible for the driver (hereafter referred to as the “supervisor”). The supervisor should follow the instructions in the email and either approve or decline the submission.
4. **Monitor Training** – Every driver is subject to certain training requirements and the Department/Business Unit must confirm completion of the following training programs:
  - ✓ All Drivers - Successfully completed the General Driver Safety Training Course offered on-line on the Risk Management website.
  - ✓ Van Drivers – Complete the required additional on-line driver safety awareness program arranged by Risk Management for passenger vans with a capacity for 9 or more persons including the driver.
  - ✓ Golf/Utility Cart Drivers – Complete the required additional on-line driver safety awareness program arranged by Risk Management for golf carts (including those of a similar design to accommodate passengers) and utility carts.
  - ✓ Vehicle Specific Training – Some specialty vehicles (e.g., bucket trucks, garbage trucks, buses, street sweepers, etc.) may require training for inexperienced drivers and/or drivers not familiar with the specific equipment on a particular vehicle. The Department/Business Unit should contact Risk Management which will arrange training for each situation.
5. **Weather Conditions** - Confirm the safe operation of vehicles during adverse weather conditions including, but not limited to, monitoring weather forecasts, confirming the driver is aware of how to react in potentially hazardous conditions and to support the expense of trip delays when weather conditions warrant the need to delay or discontinue travel.
6. **Vehicle Maintenance** - Garage Services provides routine preventative maintenance service on vehicles owned and leased by the University. Please refer to the Section L “Garage Services” for specific details. If a vehicle is primarily used for brief intra-campus trips and is not routinely driven on interstate highways or on the open road, Garage Services recommends, conditions permitting, taking the vehicle on a 30 minute trip at highway speeds every month to allow the engine to reach a peak operating temperature. This will prevent the build-up of moisture in lubricants and reduce carbon deposits, both of which can cause premature wear and reduced performance.
7. **Pre-Trip Safety Checks** - Confirm that a driver has reasonable knowledge to perform periodic safety checks. Garage Services is available for inspections if a driver is unfamiliar with the necessary elements of a routine safety check.

8. **Serious Driving Violations & Convictions** – When an approved driver is cited for a traffic violation the matter must be reported to Risk Management. The Department/Business Unit must consult with Human Resources for guidance on how to respond to the situation involving employees or the Academic/Student Affairs Department for matters involving non-employed students. Reportable violations (excluding parking violations) typically include, but may not be limited to the following:

- 1) Driving Under the Influence or While Impaired/Intoxicated (DUI) of Alcohol or Drugs
- 2) Hit-and-Run/Leaving the Scene of an Accident
- 3) Evading Law Enforcement
- 4) Assault with a Motor Vehicle
- 5) Reckless Driving
- 6) Negligent Homicide, Manslaughter or a Felony Involving a Motor Vehicle
- 7) Speeding in Excess of 85 MPH or 25 MPH over the Posted Limit

If convicted of a serious offense, the authorization to drive a University vehicle is certain to be withdrawn and the employee may be subject to job reassignment and/or disciplinary action including possible termination.

If a supervisor for the driver becomes aware of a situation where an approved driver fails to self-report a receipt of a citation and/or conviction, this failure to self-report the citation or conviction is also a matter that should be discussed with Human Resources if the driver is an employee or with the appropriate person in Academic Affairs or Student Affairs if the matter involves a non-employed student. Please remember, a citation does not indicate guilt and the employee shall be given the opportunity to have his or her case adjudicated before any final action is taken. However, depending on the circumstances, an employee's driving privileges may be suspended temporarily until the matter is investigated and/or fully adjudicated.

9. **Traffic & Parking Violations** - If a citation is issued to a University vehicle by a “red-light” camera, unmanned device or other parking/traffic enforcement officer, the department to which the vehicle is assigned must identify the driver at the time/date the citation was issued and require the responsible driver to respond as instructed in the citation notice.

10. **Disciplinary Action** – Any driver who fails to comply with the Program is subject to disciplinary action.

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## ***E. Motor Vehicle Record (MVR) Review & Approval***

1. **Authorization** - Every driver seeking approval to operate a University vehicle must authorize the University and others to review his/her MVR. This requirement applies to every employee, student, volunteer, spouse or family member seeking to operate a University vehicle. (Two exceptions are listed in Section D-1 Program Compliance.) Potential drivers must electronically submit the necessary information and authorization using the “Motor Vehicle Record (MVR) Authorization” link on the Risk Management website. To find this link, go to the “ua.edu” website and select the “A to Z Index”. Select “Risk Management”, “Driver Safety & Vehicle Management” and “Motor Vehicle Record (MVR) Authorization.” Once the prospective driver has submitted the information and authorization, an email will be sent to the prospective driver's supervisor. The supervisor should follow the instructions in the email and either approve or decline the MVR review and approval request. After the MVR is approved or denied, the driver requesting approval and his or her supervisor will receive an email noting the approval or denial.

2. **MVR Review Frequency** - The MVR authorization allows the University or others to periodically check a driver's MVR. The frequency of the periodic check may be dependent on the driver's history of moving violations and at-fault accidents. Under normal circumstances, it takes 2-3 business days to receive a response once the MVR authorization is received by Risk Management.

3. **Review Criteria** – Risk Management is responsible for the decision to accept or reject a request for driver approval based on the following criteria:

**Unacceptable - 5 Years from Date of Offense:**

- ✓ Driving Under the Influence or While Impaired (DUI) – Alcohol or Drugs
- ✓ Driving While Intoxicated (DWI)
- ✓ Negligent Homicide, Manslaughter or a Felony Involving a Motor Vehicle
- ✓ Evading Law Enforcement
- ✓ Assault with a Motor Vehicle
- ✓ Hit & Run or Leaving the Scene of an Accident

**Unacceptable – 3 Years from Date of Offense**

- ✓ Three or More (Combined) At-Fault Accidents or Moving Traffic Violations
- ✓ Reckless Driving
- ✓ Speeding – Greater than 85 MPH or In Excess of 25 MPH Above Posted Limit

**Unacceptable – Within the Past 12 Months**

- ✓ Two or More (Combined) At-Fault Accidents or Moving Traffic Violations
- ✓ Driving on a Suspended or Revoked License

4. **Prospective Employees** - If the job duties of a prospective employee include operating a University vehicle, the prospective employee must complete the MVR authorization form electronically submitted to them by Human Resources. If a prospective employee has an out-of-state driver license, the processing time may be greater than normal and may require a state-specific MVR authorization. Risk Management will inform the hiring department or Human Resources of any special state-specific requirements.

5. **MVR Review Process** - A driver whose MVR is determined to be “unacceptable” may request to have the MVR reviewed by Risk Management. The driver is responsible for obtaining all necessary information such as accident reports, court records and records from the agency(s) that maintain records of traffic convictions/accidents and submitting this information to Risk Management. The review process typically takes 2-3 business days once received by Risk Management. This review is to allow the driver to correct or clarify entries on his or her MVR, but is not intended to be a request for an exception.

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## ***F. Use of a Personal Automobile***

This Program does not apply to faculty, staff, or students who operate a personal vehicle on behalf of the University where reimbursement for mileage will be paid in accordance with University's travel expense reimbursement policy. However, anyone operating a personal vehicle on behalf of the University is obligated to consider the elements of this Program covering safe driving practices, compliance with compulsory insurance laws and compliance with traffic laws. Faculty, staff, and students choosing to operate their personal vehicle on University business are **NOT** covered by the University's self-insurance or insurance programs.



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## ***G. Vehicle Restrictions***

The following uses of University vehicles are strictly forbidden:

1. Personal use, unless approved by a Dean, Department Head or other authorized University official.
2. Transporting family, friends or other passengers who are not on University business unless approved by a Dean, Department Head, or Director to accompany a University approved driver while traveling on University business.
3. Transporting students for purposes other than for University business, including, but not limited to, events or activities not sponsored, supported, and/or endorsed by the University.
4. Transporting items/materials that are not related to University business other than personal items such as clothing and other travel necessities.
5. Transporting animals except for personal assistance, law enforcement or for approved academic/research purposes.
6. Transporting any hazardous material including, but not limited to, chemicals, biological, and radioactive materials, unless prior written approval is granted by Environmental Health and Safety.
7. Radar detectors or jammers are not allowed in University vehicles
8. Vehicle safety equipment (e.g. seat belts, airbags, traction control, etc.) including warning light and audible alarms may not be altered, disabled or modified unless approved by the vehicle manufacturer.
9. Smoking (including use of smokeless tobacco products) and consumption of alcoholic beverages in a University vehicle by drivers and passengers are prohibited.

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## ***H. Accident Procedures***

The following procedures apply to operators of University vehicles following an accident:

1. If anyone is injured, call for help immediately. If you are on or near campus, call the UAPD at 348-5454. If you are off campus, call 911.
2. If there is no need for medical care, contact the appropriate law enforcement agency or if on-campus or in the campus vicinity, contact UAPD.
3. Do not admit fault or guilt to anyone.
4. Never offer to pay for any damage, medical bills, towing, rental cars, taxi service or any other charges incurred by another party resulting from the accident.
5. Exchange contact information with the other driver(s) involved and obtain contact information (name, address, phone number) of every witness.

6. If the vehicle is towed from the accident scene, determine where the vehicle will be taken and what may be necessary to retrieve the vehicle.
7. Ask the investigating law enforcement officer to provide the accident report number and how/where a copy can be obtained.
8. Driver of University vehicles who are involved in traffic accident may be subject to post-accident substance abuse testing in accordance with applicable University policy included in the Human Resources Policy Manual.
9. Contact Risk Management (205-348-4535 or 205-348-4534) and report the accident within 24 hours. The accident must also be reported to the driver's direct supervisor or manager. If the vehicle is provided by Fleet Services as a short-term rental or lease, the accident must also be reported to Fleet Services (205-348-4800).

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## ***I. Insurance Coverage***

The University's self-insurance program applies to any vehicle owned, leased or rented by the University. The University's self-insurance program covers claims made by a third party for bodily injury or property damage against the University arising out of the operation of a University vehicle.

The University's self-insurance program does **NOT** provide primary coverage for an individual who is operating his or her personal vehicle on University business. The individual's personal auto policy must provide primary coverage and the University will not accept responsibility for injury or damage, regardless of fault. The University's insurance program does **NOT** cover the loss, theft or damage to personal property.

The University's self-insurance program extends to short-term rentals from rental agencies. The University also has a conventional insurance program to cover damage to short-term rental vehicles valued at \$75,000 or less. The car rental agency's optional coverage should be declined or waived by the renter in accordance with the University's current travel policy, unless the rental is outside of the United States. The renter should always ask the rental car agency to include The University of Alabama on the rental agreement as confirmation that the rental is related to University business. Any deductibles will be the responsibility of the renter's department.

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## ***J. 12 & 15 Passenger Vans***

1. No 15-passenger vans may be purchased or leased as of the original effective date (1/1/09) of this Program.
2. The short term rental (30 days or less) from a car rental agency of a 15 passenger van is allowed, but the driving distance for each trip one way must be less than 25 miles, and the van may not carry more than 12 passengers including the driver.
3. All 12 passenger vans purchased, leased or rented from a car rental agency shall be equipped with stability control (e.g. AdvanceTrac, Roll Stability Control-RSC, Stabili-Trak, and Electronic Stability Program-ESP) and anti-lock brakes.
4. Any University-owned or leased 15-passenger vans in operation after the original effective date (1/1/09) may only be used to haul cargo or for utility purposes and may be operated only for trips of 25 miles or less, one way.

5. In addition to the other rules and guidelines contained in this Program, the following suggested practices should be considered:
  - ✓ Any travel of more than four hours prompts the need for at least two qualified drivers to allow for rest periods after 3-4 hours behind the wheel.
  - ✓ Operating a van between 11:00 p.m. and 5:00 a.m. is discouraged.
  - ✓ The van shall be loaded with passengers seated in the most forward positions to keep weight behind the rear axle at a minimum.
6. No cargo may be secured and transported on the van roof.
7. Unless authorized by Risk Management, towing trailers is prohibited.

## ***K. Fleet Services – Vehicle Rental***

For a charge, vehicles are available from Fleet Services and are limited to **OFFICIAL UNIVERSITY BUSINESS**. Personal use of these vehicles is strictly prohibited.

1. **Requirements** – A completed *Application for Use of a State Owned Automobile* form is required for vehicle pick up. The form can be accessed via the Fleet Services website:  
[http://fleet.ua.edu/pages/vehicle\\_rental.html](http://fleet.ua.edu/pages/vehicle_rental.html)  
 Payment of the rental charge is only accepted through an established account number in UA Banner financial system.
2. **Vehicle Assignment and Key Pick-up - Monday - Friday 7:30 AM-5:00 PM.** – If a reserved vehicle cannot be picked up at a time other than regular business hours, the keys should be obtained from Fleet Services no later than 5:00 p.m. on the last business day before travel. Fleet Services typically follows the University’s holiday schedule and the user should inquire on the hours of operation and key availability during these times. **A valid Action Card is required for gate entry at Fleet Services during non-business hours.**
3. **Reservations** - Reservations can be made by phone 348-4800, fax 348-4810 or email ([fleet@bama.ua.edu](mailto:fleet@bama.ua.edu)). Reservations should be made as soon as possible to ensure availability. If multiple reservations are needed, please fax or email this information to assist in accurate reservation information. The following information is required to reserve a rental vehicle:
  - A. Departure & Return Date/Time
  - B. Destination
  - C. Vehicle Type – Sedan, 7 Passenger Mini-Van, 9 Passenger Van, 12 Passenger Van, Cargo Van
  - D. Driver’s Name – Include the name of every driver when sharing driving duties. Remember, all drivers must meet the qualification guidelines (refer to Section B) and have received approval from Risk Management based on review of the driver’s MVR (refer to Section E.)
  - E. Banner Information –COA
  - F. Contact person’s name, box number, phone, and email address

A reservation number will be issued and confirmation can be emailed immediately if requested and an email address is supplied. Please reference the reservation number when inquiring about any travel. If a vehicle is not available during the time frame you requested, there is the option of choosing to be placed on standby, and a reservation number will be issued at that time. If a vehicle becomes available due to cancellation, Fleet Services will provide notice of the availability of a vehicle.

4. **Cancellations** - The account number supplied during the reservation process will be charged a day's rental if cancellation notification by phone, voicemail, fax or email is not received by Fleet Services at least 48 hours prior to the scheduled pick up.
5. **Roadside Assistance** – Vehicles provided by Fleet Services include a roadside assistance program. The program includes towing, jump starts, tire changes, lockouts, fuel/water delivery and simple roadside repairs. The roadside assistance program is available by calling 1-888-WEX-TOWS (939-8697) or 1-866-329-3471 (select option #4).
6. **Fuel** – Vehicles leased from Fleet Services that require refueling while outside the Tuscaloosa area are to have the cost of fuel charged to the Wright Express card that is in a vinyl pouch on the key fob. Any vehicle leased from Fleet Services or permanently assigned to a department in need of refueling in the Tuscaloosa area should be taken to Fleet Services for fuel. A valid Action Card is required for refueling.

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## ***L. Garage Services – Vehicle Inspection, Service & Repairs***

Garage Services is the primary source for routine vehicle maintenance and repair service for all University owned or leased vehicles located in the Tuscaloosa area.

If a vehicle is permanently assigned to a department, any routine maintenance or repairs can be arranged directly with Garage Services by the department. If the vehicle is provided by Fleet Services, the routine maintenance and repairs will be arranged by Fleet Services.

In situations where a University vehicle is located 50 miles or more outside the Tuscaloosa area, the assigned driver shall contact Garage Services (205-348-4809) for direction to a facility where routine maintenance or repairs can be made.

Routine preventative maintenance must be performed at predetermined intervals and repair services are provided on an as-needed basis. Traditional passenger cars and light trucks are to receive preventative maintenance service on the following intervals:

- ✓ Diesel Engines – Every 90 days, 300 hours of 3,000 miles, whichever comes first
- ✓ Gasoline Engines – Every 120 days or 4,000 miles

Severe Duty and Specialty Vehicles (e.g. UAPD, Security Resources, Street Sweeper, Garbage Truck, Tree Trimmer/Bucket Trucks, etc.) will receive preventative maintenance based on either the recommendations of the vehicle manufacturer, past experience with similar vehicles, standard industry practices or as determined by the routine inspections performed by Garage Services.

During the routine preventative maintenance service, in most cases, Garage Services will perform the following:

- ✓ Fluid Change & Check – Oil/Oil Filter, Brake, Power Steering, Transmission, Wiper Fluid, etc.
- ✓ Tire Check – Wear, Balance, Rotation, Air Pressure and Replace Tires as Necessary (when showing 3/32” to 4/32” tread depth, dry rot, uneven wear, a build date of seven years or more, when the rated capacity of the tire is exceeded, evidence of damage, or a decrease in handling performance is detected).
- ✓ General Inspection – Lights, Horn, Air Filter, Brakes Wear/Operation, Battery, Reset Maintenance Warning Lights, etc.

Garage Services will also arrange body work and arrange to secure bids for the work as required by University policy or Alabama law. If an insurer representing a non-University driver or vehicle owner who is responsible for damage to a University vehicle attempts to contact a University driver or department with directions to go to a specific body shop for an estimate or repairs, either contact Garage Services immediately or ask the insurer's claim representative to contact Garage Services.

Garage Services is open Monday-Friday from 6 a.m. to 4 p.m. (closed for lunch Noon to 1:00 p.m.) and appointments are suggested by calling the Service Writer at (205) 348-4806. Please call 348-4809 for billing and accounting information and for all other matters contact the Director at 348-4808.

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## ***M. Contacts***

Risk Management  
134 Rose Administration Building  
Box 870119  
(205) 348-4534 or (205) 348-4535  
(205) 348-3312 – Fax  
<http://riskmanagement.ua.edu>

Fleet Services  
1227 14<sup>th</sup> Street  
Box 870386  
(205) 348-4800  
(205) 348-4810 – Fax  
<http://fleet.ua.edu>

Garage Services  
1227 14<sup>th</sup> Street (Rear Building)  
Box 870237  
(205) 348-4809  
(205) 348-4811 – Fax  
<http://garageservices.ua.edu>