

# VT FOREST RESOURCES & ENVIRONMENTAL CONSERVATION

## VEHICLE USE POLICY

### May 2019

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FREC owns several special-purpose vehicles that are available for business use only to individuals currently employed by the department. The vehicles are:

- 1998 4x4 ¾-ton GMC diesel 6-pack
- 2004 Silverado 4x4 pickup with 2 full seats and long bed with cap
- 2007 Chevrolet Colorado 4x4 with jump seat and short bed with cap
- 2010 Ford Explorer 4x4 SUV
- 2012 Chevrolet Colorado 4x4 with 2 full seats and short bed with cap
- \*2013 Ford F-350 ONE-TON special use truck with long bed
- 2015 Ford F-150 4x4 with 2 full seats and short bed with cap
- 2019 Ford F-150 4x4 with 2 full seats and short bed (with cap coming)

The vehicles may be reserved by filling in the vehicle calendars posted on the bulletin board in 228 Cheatham Hall (\*EXCEPT FOR THE 2013 F-350\*, which must be checked out directly from Tal Roberts and is parked at the Harvesting Lab near the VT airport). Write your last name on the calendar under the vehicle desired. If you won't need it for the whole day, try to estimate the time frame you will need it. Note the dates and times of subsequent reservations in case you need to coordinate getting the notebook to the next person. Room 228 is generally locked after 5 p.m. and on weekends. Take the 3-ring binder from the shelf in Room 228 that contains the keys, log sheets, Voyager credit card, and other necessary information. If you need to return a vehicle notebook after hours, slide it into the top back of the small locked cabinet between Labs 234 and 236.

The suggested maximum continuous use period is two weeks. Please be mindful that many people use the vehicles.

Upon returning the vehicle, turn in the completed log sheet to Kathie Hollandsworth's in-box, including vehicle name (circled), dates of use (in and out), mileage out, mileage in, total miles traveled, destination, fund number, user's name, principal investigator (faculty responsible for that fund), any fuel and oil used, and comments on cleanliness and specific repair needs. Please write the vehicle's location on the top of the NEXT log sheet, and fill in the departing mileage for the next user. Turn in the completed log sheets and fuel bills and return the notebook to the shelf as soon as possible after your return so that others may use the vehicle.

Feel free to email Tal Roberts directly at [talr@vt.edu](mailto:talr@vt.edu) or phone him at 540-357-3605 (emergency only) with concerns, especially if they are safety-compromising.

All vehicles must be kept clean and in good working order. Users must check all fluid levels every time they stop for fuel and fill as needed from supplies purchased at the fuel stop. Vehicles must be swept out, cleared of trash and equipment, and soil removed from interior and exterior surfaces by the user upon return. If breakdowns occur, notify Tal Roberts for authorization prior to repair, if possible.

Whenever possible, refuel the vehicles at Fleet Services. Please return the vehicles with a minimum half-tank of fuel to insure that the next user has adequate fuel to start a trip.

There are packets in the notebooks contain instructions from Virginia Tech Risk Management in case of an accident. Since the university carries only liability insurance, users will be responsible for damage to departmental vehicles resulting from negligence.