

Integrative Biology Vehicle Procedures and Policies

Vehicle Reservations

Any employee or volunteer wishing to drive a USF vehicle must first complete the Driver Registration on the IB website (www.tinyurl.com/formsIB) and a copy of your drivers license and insurance card. This must be approved prior to use of the vehicle fleet.

All vehicles must be reserved prior to use. Our vehicle reservation calendar is posted as an editable spreadsheet on Microsoft OneDrive. This link is accessible from the IB Website (www.tinyurl.com/formsIB).

Please fill in all requested information on the form, including name and contact #. The name should enable IB staff to get in touch with the person who checked out the van. Do not use a faculty member's name if the faculty member is not responsible for the vehicle binder and keys.

Under no circumstances is anyone to remove another person's name from a slot. If you know that another person no longer wishes to keep the reservation, please have that person remove the reservation so you can book it. You may remove your own name, and please do so if you no longer plan to use the vehicle.

Keys and binders will be picked up from the IB office along with a roadside safety kit. Please return binder and roadside kits promptly after use. If the office is not open, please leave the binder and roadside kit in the mailroom SCA 110.

Vehicle rules and etiquette:

1. Vehicles are to be used for official USF business only. Please review USF Policy 6-013 (<https://usf.app.box.com/v/usfpolicy6-013>).
2. All vehicles must be reserved any time they are used.
3. Record odometer readings and complete a vehicle inspection prior to departure.
4. Keys and kits must be promptly returned so the next person can use the vehicle.
5. Vehicles must be cleaned up (trash removed) when they are returned.
6. The vehicle manager (Richard Romeo) and the Department Operations Manager (Olivia McClamma) must be informed if a vehicle is damaged when you use it.
7. If vehicle needs repair or maintenance, please submit a Vehicle Maintenance Request through the IB Website (www.tinyurl.com/formsIB).
8. **Vehicles must be filled with gas when they are returned.** Your USF ID can be used as payment at the Physical Plant, OR you may fill up somewhere else, using your own card.
* Professors may charge gas for State vehicles on their P card.

Physical Plant Operations is on-campus, next to the Post Office. There's a lot behind the building with gas pumps. The address is 3820 Holly Ct, Tampa, FL 33620. The lot gate is open from 5:00 AM – 5:00 PM. **When you fill up at the Physical Plant, please log the**

cost of the gas on the log in the binder, so IB Staff can make sure gas costs are being charged to the correct chartfields.

9. If tire pressure is low, please put air in the tire(s) at the Physical Plant.

Suspension Policy

Please help us maintain the vehicle pool, and its usefulness to all, by carefully following these rules. Because of issues with vehicle use that have become all too commonplace, the following policy is in effect:

If rules 2-5 are not followed, and/or if rule 1 is repeatedly broken, the individual will have their use of all vehicles suspended for a month. If it occurs again, the individual will have use suspended for the semester. If used for teaching, repeated disregard for these rules will result in escalation to the Graduate Director for disciplinary action.

Vehicle Costs and Damage

If damage is sustained to a vehicle during research usage, including flat tires, the lab PI will be responsible for paying for it, unless a clear reason that holds the driver free from fault is provided. If used for research, gas is charged to a grant or PI account. If used for teaching the department will cover gas costs.

**Travel expenses such as mileage and parking can be reimbursed without a TAR. If you have any other anticipated expenses associated with your travel, it is best to file a travel authorization request (TAR) with CAS BFSS, as this will allow you to use your personal credit card and get reimbursed without question. If you use an outside gas station to fill up, be sure to get a receipt and submit it to CAS BFSS as soon as possible.