

Shippensburg University

Summary of Guidance for Operating State-Owned Vehicles

1. Drivers must secure Supervisory approvals in addition to securing sufficient funding for travel chargebacks prior to travel.
2. Fleet vehicles are to be used only for the conduct of official business.
3. Properly licensed drivers must be PASSHE/University employees or student in compensatory status (student employee).
 - Only authorized passengers are permitted to ride in fleet vehicles.
 - All passengers must wear a seat belt.
4. **Pickup:**
 - **Business hours:** Vehicles can be picked up outside of Central Receiving (Hoffman Mills building beside Pizza Man).
 - **Non-Business Hours:** Vehicles can be picked up with advance notice at the Campus Police station.
 - You will be handed keys and a clipboard that contains:
 - Credit cards are for gas purchases only. If less than $\frac{3}{4}$ tank, you are required to fill the tank and place the receipt in the clipboard.
 - Each vehicle is equipped with an EZ Pass transponder.
5. **Return:**
 - Fully complete the white equipment utilization record (trip ticket) attached to the clipboard, including any mechanical or operating defects with the vehicle.
 - Remove all trash and report any spills on the equipment utilization record.
 - **Business hours:** Vehicles can be dropped off outside of Central Receiving (Hoffman Mills building beside Pizza Man). Submit the clipboard and keys to the receiving desk.
 - **Non-Business hours:** Vehicles can be dropped off at the Campus Police Station. Submit the clipboard and keys inside the Campus Police station.
6. In case of an accident, you should notify the local police and complete the accident information report on the back of the white equipment utilization record.
7. In case of an accident or mechanical breakdown where assistance is needed, call the Department of General Services Customer Service Division at 1-877-347-9966. Other questions can be directed to University Police at 717-477-1444 or Vehicle Dispatch at 717-477-1567 during normal working hours. For the 15 passenger University vans, call the University Police directly at 717-477-1444