

## Integrative Biology Vehicle Procedures and Policies

### Vehicle Reservations

The first step for a graduate student or faculty member to obtain permission to drive a USF vehicle is to fill out the Sign-up form on the USF website. You will need driver's license and auto insurance card. You will also need the grant or fund number to which gas will be charged. This needs to be fully approved before you are cleared to drive a vehicle. Annually you will be sent a reminder to update your insurance information to continue to drive the vehicles.

All vehicles must be reserved prior to use.

Our vehicle reservation calendar is posted as an editable spreadsheet on google docs. This link is accessible from the IB Website.

[https://docs.google.com/spreadsheets/d/18Prqt6oxCSuX4Vo\\_VyXGI8KxqdpqFR0rtfvqhgi\\_bto/edit#gid=2037974341](https://docs.google.com/spreadsheets/d/18Prqt6oxCSuX4Vo_VyXGI8KxqdpqFR0rtfvqhgi_bto/edit#gid=2037974341)

Please fill in all requested information on the google form, including name and contact#. The name should enable us to get in touch with the person who checked out the van. Don't 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 if you don't need the vehicle to free it up for others.

Note that out-of-service vehicles are denoted in red on the spreadsheet.

Keys and binders will be picked up from the IB office along with a roadside safety kit. If it is before or after hours and the office is not open, please place in the office manger's mailbox. Please return binder and roadside kits promptly after use.

### Vehicle rules and etiquette:

1. As noted above, all vehicles must be reserved on the google spreadsheet any time they are used.
2. Keys and kits must be promptly returned so the next person can use the vehicle.
3. Vehicles must be cleaned up (trash removed) when they are returned.
4. Vehicle managers (Brie Matier and Richard Romeo) must be informed if a vehicle is damaged when you use it. If it was damaged when you picked it up, please inform the managers.
5. If vehicle is in need of repair or maintenance, please fill in a REPAIR REQUEST form from the IB Website.
6. **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.
7. If tire pressure is low, please put air in the tire(s) at the Physical Plant.

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 points 2-5 are not followed, and/or if point 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 BSS even for a sampling trip, 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 bring it to the office manager ASAP.

### **Travel associate with Classes/Field Trips:**

- Get a roster of your students and at the top of the roster put the following statement “I recognize that as a part of my travel with the Integrative Biology Department for course #\_\_\_\_\_ for the \_\_\_\_\_Semester, YYYY, all incidental expenses will be covered by the department representative and I will not be seeking reimbursement for expense”. Have the students sign next to their name
- Have students sign waivers as may be applicable: ***Release of liability by student for academic study or travel, Photo waiver*** – these waivers are on the IB Website.
- Keep the signed student roster and liability release for 1 full semester after the end of the class.