

or rental vehicles.

- (2) Ascertain that all cadet drivers and alternates are on the approved drivers list, and that eligible drivers possess a valid operator's license.
- (3) Accompany cadets en route to and from destination, in accordance with Section 4(A), above.
- (4) Ensure that when traveling in more than one vehicle, cadets driving other vehicles travel in convoy fashion. If one vehicle stops, all vehicles stop as soon as conditions are safe to do so.
- (5) Determine that the vehicle load will not exceed the load prescribed by law.
- (6) Designate points along the route as re-assembly areas in the event that vehicles are separated by traffic.
- (7) Ensure that drivers stop and rest after driving eight hours and have a ten-hour rest period between driving duty when trip length is more than eight hours.

5. DRIVER TRAINING AND AUTHORIZATION TO OPERATE POLICY:

All operators of VMI vehicles must have a valid state driver's license.

- A. To be placed on the list of authorized VMI drivers, an individual (faculty, staff, or cadet) must apply to be a VMI Driver (see Attachment A). For cadets, the application must be signed by the sponsoring VMI agency or department. VMI Police will review the application and make it available to the Physical Plant.
- B. The VMI Police will maintain and publish the approved drivers list.
- C. All drivers on official Institute travel who operate rental vehicles from commercial vendors are required to comply with the qualification provisions of this General Order. Cadet drivers of rental vehicles must be at least 18 years old

All passengers must wear a seat belt at all times. The driver will not drive the vehicle until all passengers are properly belted. At no time will a driver operate a vehicle with more passengers than properly functioning seat belts.

D. Vehicle Use Limitations and Restrictions:

- (1) The number of VMI vehicles available for group transports is limited. In order to ensure their availability for other uses, the amount of time a vehicle can be checked out will be limited to seven (7) days.
- (2) Under no circumstances will VMI vehicles be left at airport parking lots. This renders them unavailable for other use, presents security issues, and is costly. Arrangements must be made for an authorized user from the department sponsoring the activity requiring travel to drive the group to the airport and to pick them up.
- (3) The Director of Facilities Management or designee has the authority to approve exceptions to this section based upon extraordinary circumstances and a compelling need.

E. Legal Responsibilities: Drivers of VMI vehicles are responsible for the following:

- (1) Operate the vehicle in compliance with applicable Motor Vehicle Laws and in a manner that will not bring discredit upon the Institute.
- (2) Use the vehicle only for the time requested. Notify the dispatcher of any changes.
- (3) Do not use electronic devices, including cell phones, to text, email, browse the Internet, or any other use other than telephone calls while driving. Drivers may only use a cell phone for calls if it is enabled for hands-free use while driving.
- (4) Operate and secure the vehicle in a safe manner. Secure the vehicle until it is returned to the Motor Pool. Cleanliness of the interior of the vehicle is the responsibility of the operator. Damage to the vehicle from negligence or abuse (interior or exterior) is the responsibility of the operator, and costs for the repairs will be assigned to the operator. Such costs are considered financial obligations due the Virginia Military Institute, collectible through all means available as an agency of the Commonwealth of Virginia. Unless otherwise directed, payment should be either mailed or made via telephone [Bursar's Office: (540) 464-7217] per the following:

Comptroller's Office
ATTN: VMI Bursar
Virginia Military Institute
Lexington, Virginia 24450

Note: All checks must be made payable to the VMI Treasurer. Cadet repair fees may be included in the VMI billing to the respective Cadet. Requests for transcripts and other certifications of attendance will not be honored until all financial obligations are satisfied. In addition, Cadets with unpaid obligations will not be permitted to register for the next semester of any academic year. VMI employees may be subject to payroll deduction for failure to reimburse.

- (5) VMI vehicles may not be used to transport alcoholic beverages.

extent of the cadet(s) injuries. The faculty or staff member involved in the travel, or a cadet participant in the travel if no faculty or staff member is available, should call the VMI Guard Room (540-464-7294) and ask to speak with the Officer-In-Charge or the Commandant's Office. Give all available details of the accident, including but not limited to, names of persons involved, extent of known injuries, name and location of the hospital, and telephone numbers where the faculty, staff, and cadets involved in the accident can be reached. Remain at the hospital until it has been determined that all possible assistance has been rendered to the injured cadets, the hospital staff, and law enforcement authorities, and notify the Officer-In-Charge or the Commandant's Office regarding the status of each cadet prior to leaving the hospital.

H. Procedures for Reserving and Picking Up Vehicles:

(1) Process for Reserving a Vehicle:

- a. To access the online system, log in to Post View, click on "Employees" and follow the links under "Vehicle Reservations."
- b. Please use this system to make reservations for passenger vans, sedans, or minivans.
- c. Requests for the "bus" should be made by emailing the Physical Plant helpdesk at PhysicalPlantHelp@vmi.edu.
- d. Requests for the "VIP bus" should be made by emailing the Physical Plant helpdesk at PhysicalPlantHelp@vmi.edu

before dropping off. The motor pool staff will refuel at Physical Plant with fuel purchased at the state discounted rate.)

(1) Drop Off During Work Hours

- a. When the VMI travel is complete, return the vehicle to one of the parking spaces in front of Hinty

Department of Transportation shops as well as a commercial credit card. Gasoline, oil, tires, and batteries may be purchased from commercial stations with the commercial credit card if the vehicle cannot be serviced at VMI or at the Department of Transportation shops and if an emergency exists. If serious mechanical problems exist with the vehicle, contact the Department of Fleet Management (DFM) Vehicle Management Control Center (VMCC) 24-7/365 at 1-866-857-6866.

- N. **Traffic and Parking Violations:** The operator of a VMI vehicle is personally responsible for all traffic and parking violations imposed while operating the VMI vehicle. The Institute will not assume the responsibility or make reimbursements for violations, fines, or penalties.
- O. **Use of Gem Electric Vehicles:**
- (1) Gem Electric vehicles are work vehicles for use by the VMI Staff in the performance of daily tasks of the Institute such as mail pick-up and delivery, inventory transport, computer pick-up and delivery, and inter office coordination.
 - (2) Drivers of Gem Electric vehicles will wear seat belts at all times. At no time will the vehicles be driven at speeds greater than 25 MPH. Drivers will obey posted speed limits. Vehicle headlights will be used during any time of reduced visibility. The Gem Electric vehicles are extremely quiet; drivers must be aware pedestrians may not hear their approach and must anticipate pedestrian actions and react with caution.
 - (3) The Gem vehicles may be operated on state roads in the City of Lexington and on the grass areas of Post while on VMI business. Gem vehicles may be parked in service vehicle parking areas and may stop in accordance with mission requirements to make deliveries next to yellow curbs as required. Gem vehicle drivers must not obstruct either foot or vehicle traffic.

FOR THE SUPERINTENDENT:

John M. Young
Lieutenant Colonel, Virginia Militia
Chief of Staff

DIST: E, Cadets
Attachments

OPR: VMI Police, Facilities Management

Please Print

ATTACHMENT A
AUTHORIZATION FORM FOR FACULTY / STAFF AND CADETS TO OPERATE STATE
(VA) VEHICLES

PLEASE FILL IN THE FOLLOWING INFORMATION:

Name _____
(Please print clearly) _____ Date _____

Date of Birth _____

Driver's License Number _____ State _____

Sponsor/Dept. (Cadet/Commandant, Protocol, P.E., etc.,) _____

I request qualification / approval to drive vans with 12 passenger capacity.

Yes _____ No _____

Are you presently scheduled to go to court for violations of the traffic code?

Yes _____ No _____

Have you ever been convicted of a traffic offense? Yes _____ No _____ If yes, please give details for each conviction below. Include time, date, location, and type of violation.

The above information is current and correct. If information changes – another form must be submitted before driving again.

Signature _____

Please mail or fax this form to the VMI Police. Fax #: 540-464-7756



VIRGINIA MILITARY INSTITUTE
Pre-Trip Vehicle Inspection Checklist – Attachment B

This form must be completed by the responsible driver prior to each trip and submitted to the Facilities Management Dispatch Office with the beginning and ending mileage.

Team/Department: _____

Destination: _____

Departing: _____

Returning: _____

Driver / Person in Charge: _____

Vehicle Number: _____

Odometer: Departure: _____

Return: _____

Please check any item below that you consider to be a problem.

Item:		Item:	
Headlights		Mirrors	
Turn signals		Heater/Defroster	
Taillights		Seat Belts	
Stoptlights		Spare Tire/Jack	
Horn		Wipers/washers	
Brakes		Steering Play	
Tires		Other	

You must refuel vehicles at Physical Plant whenever possible! Credit cards provided for EMERGENCY USE ONLY!

In case of accident, see rules and regulations in glove box or door pocket.

Call State Police or local police; in any state, get an accident report

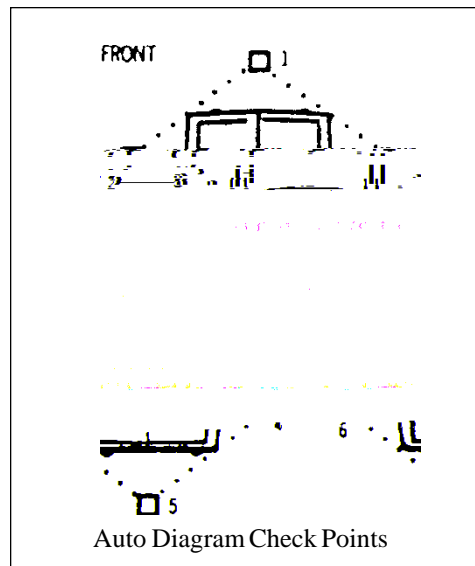
Cadets – Notify VMI Guard Room or Commandant’s Office and VMI Post Police.

Faculty & Staff -- notify VMI Post Police: 540-463-7199

In case of mechanical failure, call nearest VDOT shop or use credit card to make repairs, if possible.

State regulations require purchase of regular unleaded gasoline only.

Negligence or abuse is the responsibility of the operator.



Signed: _____ **Date:** _____