

# SOP – UNM Biology Department Vehicle Policy

## Purpose

This policy is intended to establish responsibilities and guidelines for the safe use, maintenance, purchase, disposal, operating costs, fees, insurance and parking of vehicles owned and operated by the UNM Biology Department. This includes all vehicles, whether purchased with state funds, extramural funds or donated for educational, service or research use.

## Policy

This procedure applies to employees requesting use of a Departmental Vehicle in the Department of Biology.

## Definitions

- Departmental Vehicle: A small fleet of vehicles (one possible configuration is two large-capacity vans, one Suburban, a 4X4 crew cab truck, and a small pick-up truck for general errand running) will be maintained as “**Departmental Vehicles**” for the use and convenience of the Department of Biology.
- PI Vehicles: In addition, a large number of other vehicles have been purchased (or in some cases donated) for the use of particular individuals or research programs. These “**PI vehicles**” are the responsibility of individual faculty members and are usually the result of purchases made with grant, start-up or returned overhead funds.

## Prerequisites and Required Items

- Development of Internal Service Center Rates (only if charging mileage)
- Approval from General Accounting for Internal Service Center Rates
- Establishment of Internal Service Index

## Detailed Steps Purchase of a Department Vehicle

Decisions to purchase departmental vehicles as additions to the pool or replacements for existing vehicles will commence with the Departmental Vehicle Committee in consultation with the Department Chair and head accountant or Department Administrator, and must eventually be approved by a faculty vote.

## **Detailed Steps Purchase of a PI Vehicle**

Anyone purchasing a PI vehicle must indicate this intent to the Departmental Chair, the Departmental Vehicle Committee and head accountant or Department Administrator, and the purchase must be approved by the Vehicle Committee. When the vehicle is purchased, it must be entered in the department vehicle inventory (see requirements associated with this inventory below) maintained by the accounting staff. The same is true for any donated vehicle for the use of a particular individual or program.

Grant proposals that include vehicle purchases must include in their budgets funds for the insuring, maintaining, operating and parking costs of vehicles. The Biology Department has no obligation to assume responsibility for PI vehicles whose costs are no longer covered by extramural grants. Decisions concerning the fate of such vehicles may be negotiated with the department chair and the Vehicle Committee, though the department reserves the right to sell such vehicles. Similar considerations apply for vehicles purchased from start-up funds or overhead funds.

Vehicles are purchased by using negotiated UNM/state contracted prices via the Automotive Department. Currently, we contact Dave Apodaca with our specifications, who gives the head accountant the prices at the state contracted prices. Once pricing is agreed upon, the purchase is made via the internal UNM PR procedure. A PR is sent to Automotive and then we do the transfer allocation for money into an equipment fund. Automotive is responsible for doing all of the external paperwork.

## **Detailed Steps for Vehicle Donation**

From time to time, someone may wish to donate a vehicle to the department or to a particular program or individual. Acceptance of such a vehicle is not automatic and needs to the approval of the department Vehicle Committee. Again, the department reserves the right to sell the vehicle.

## **Detailed Steps to Getting Rid of a Vehicle**

Notification of the department chair, the Vehicle Committee and the head accountant also must accompany any removal of such a vehicle from our inventory. Generally, removal of a vehicle will be considered prudent once it has accumulated 100,000 miles (or perhaps more if deemed to be in good operating condition), at the discretion of the Vehicle Committee. Disposal of such vehicles follows established university policies.

Disposal of vehicles is not done via Surplus, but by Automotive. When we have a departmental vehicle that we would like to dispose of, we call Automotive, which handles all the appropriate paperwork because there are

maintenance and insurance components that we no longer pay. When we wish to dispose of a vehicle, then there are two options:

1. See if another department wishes to purchase the vehicle (this is done by Automotive).
2. Send the vehicle to auction (again this is done by Automotive). Automotive takes care of all the paperwork regarding of removal of inventory.

If the vehicle is being disposed of because of grant and funding agency requirements, the procedure is very different. Asset allocation is contacted and pre-award to do a transfer agreement. Again, in this situation, Surplus is not contacted.

### **Details Needed for Inventory**

These include:

- 1) Provision of documents relating to vehicle purchase and/or donation.
- 2) Proof of insurance.
- 3) Proof of proper licensing.
- 4) Proof of proper UNM inventory tagging.
- 5) If a PI vehicle, provision of an account number for maintenance and insurance (such as a grant account number, start-up fund account, or PI overhead account). Note: a general departmental account will not suffice for this purpose.
- 6) Proof for the establishment of a proper maintenance schedule at UNM-approved maintenance locations.

The inventory will be quarterly monthly for proper adherence to maintenance, renewal of insurance, etc.

The department Inventory contact will have the responsibility for insuring compliance with inventory requirements and maintenance for departmental vehicles.

PIs are responsible for the maintenance of PI vehicles. These vehicles must receive maintenance following manufacturers' schedules, must be insured, and must be safe to operate.

Failure to comply with the requirements of the inventory may result in forfeiture of the right to use departmental or PI vehicles.

### **Priority for Use of Departmental Vehicles**

Course-related field trips in the Biology Department have first priority for the use of departmental vehicles. Vehicle use in support of departmental research and service activities is allowed as a second priority, as schedules permit. As a third priority, other departments may be granted permission to use the vehicles in some cases.

### **Use of PI Vehicles**

Use of vehicles purchased using extramural funds is generally restricted to the project that funded the purchase. It is the PI's responsibility to be aware of any agency restrictions in this regard.

### **Details of Departmental Costs and Fee Schedules**

Rather than maintaining the current, cumbersome system of charging mileage and fuel, it is proposed to charge a daily rate mirroring that of UNM's PPD (\$45 per day for unlimited miles plus fuel, but scalable depending on the particular vehicle). The underlying rationale is to promote their safe use and to encourage field trips, and to recover at least part of our maintenance, parking and replacement costs. A department fee schedule will be approved and updated to be in accordance with university service center policy, and provided on our department web site. At this point, the fee schedule will be the previous system of charging mileage since this rate was approved by the Controller's office in 1987.

### **Details of Reservation of a Departmental Vehicle**

Prior to checking out a departmental vehicle, an appropriate account number must be provided. If problems are subsequently encountered with respect to adequate funding being provided, this may result in forfeiture of the use of departmental vehicles.

### **Details of Proof of Approval to Drive University Vehicles**

All drivers of our vehicles must take the appropriate UNM driver training and hold a current University of New Mexico Safety, Health and Environment Affairs Vehicle Operator's License. The department reserves the right to see proof of such training.

## **Details of Parking of Departmental Vehicles**

The Biology Department will pay parking services for designated service parking spots equal to the number of departmental vehicles plus two. Departmental vehicles only will be allowed for day-to-day occupancy of the five service spots purchased by the department. The two additional spots are intended to facilitate access to our building of service personnel and to transfer people and cargo and are not intended for extended parking of PI vehicles.

## **Details Parking of PI vehicles**

Some important changes are in order with respect to parking of PI vehicles, as follows:

Currently, PI vehicles frequently occupy B Lot permit spots, including many spots close to the Biology Department. In general, these spots have not been purchased by the PI, and thus represent a valued parking spot that cannot otherwise be occupied by a legitimate B Lot permit holder. This poses a significant public relations problem for the department, both from members of our own department and from other users of the B parking lots. This practice is actively discouraged and is to be discontinued.

If the PI wishes to park a vehicle near the Biology Department, they will be permitted to purchase from their funds a service vehicle spot. The department is under no obligation to pay for PI vehicle parking.

Generally, no more than one service spot should be purchased per PI or per program. The underlying rationale is that if other vehicles are required for a particular program, they can be maintained at the T Lot, without expense. A shuttle to the T Lot is provided. At the discretion of the Vehicle Committee, a request from larger programs to purchase a second service spot may be considered.

Failure of PIs to adhere to this policy and to continue to park in undesignated spots may result in forfeiture of permission for continued use of vehicles.

Some reasonable latitude may be permitted in parking a PI vehicle in a departmental service spot, or in a B spot overnight, but persistent use of such a spot by a PI vehicle will not be allowed.

## **Some Additional General Considerations Regarding Use of Departmental and PI Vehicles:**

- 1) If emergency repairs are needed, special permission is needed from UNM to make the repairs, even if they occur in the field. It may be necessary to have the vehicle towed back to UNM rather than have it repaired in the field.
- 2) Any UNM vehicle can only be driven by drivers who have completed the UNM driving course. A UNM license is required.
- 3) A vehicle purchased for use on a particular grant cannot be used for anything except work related to this particular grant. It is generally not permissible to use a grant-purchased vehicle for use on another grant, or for teaching purposes. If the PI intends to use their vehicle for purposes other than those stipulated in the grant that purchased them, then they do so at their own risk and proof of permission of such use from the funding agency should be provided. Also, grant-purchased vehicles may conceivably revert to support from start-up or returned overhead budgets. Such a transition should be reported to the vehicle committee, and details regarding the maintenance schedule, etc. worked out at that time.
- 4) If a vehicle that has been purchased from start-up or overhead funds is to be used for class purposes, it must be maintained in accordance with the provisions of the inventory stipulated above. Any charge to the department for the use of such a vehicle cannot exceed the rate charged by the department for the use of its own vehicles. Such use of PI vehicles should only be encouraged if other vehicles are not available, or if there are special capabilities provided by such a vehicle.
- 5) All department vehicles should be returned if at all possible at the time designated when the vehicle is checked out, and users are encouraged to clean up the vehicles and remove trash prior to checking them back in. Any problems or concerns need be reported to Larissa immediately.
- 6) Any damage to a departmental or PI vehicle determined to be due to negligence will be the financial responsibility of the responsible individual.

## **UNM BIOLOGY DEPT FIELD TRIP GUIDELINES FOR FACULTY / TAs**

### **1. Recycling**

All courses are strongly encouraged to recycle waste whenever possible.

Let's get students into the habit of recycling!

## 2. Vehicle Reservations

The Manager of Facilities Operations (currently, John Cox, [jbcox@unm.edu](mailto:jbcox@unm.edu)) will reserve vehicles needed for your class. Note that 15-passenger vans are no longer available, for safety reasons. Canceling or changing reservations must be done at least 72 hours in advance or we will be charged the full daily rate of the initial reservation. Either during the first week of class, or certainly prior to the scheduled field trips, it is essential to be sure all of the participants on the field trip have signed up for the extra insurance providing coverage in case of bodily harm. This insurance will be purchased from course fees or by the department if need be.

## 3. UNM Vehicle Regulations

- a. Only registered UNM students and faculty can travel in or drive UNM vehicles. Drivers must have a valid state driver's license, Vehicle Operator's Permit, and UNM ID card with them at all times. Drivers must be familiar with and follow traffic laws. No smoking in vehicles is allowed.
- b. Regular motor pool vehicles cannot be driven off-road. Only **Suburbans** or 4X4 trucks can be used for off-road activity; please request in advance. University vehicles may not be used for daily transportation to or from personal (on- or off-campus) residences or for transportation to purely recreational activities in the field.
- c. Before leaving, check to make sure that the vehicle has a spare tire, jack, lug wrench and first aid kit. Inspect tire inflation.
- d. Drivers must be courteous to other drivers and pedestrians. If you have even a minor accident, you must immediately pull over, open the glove compartment and follow the accident instructions inside. The driver is personally liable for any traffic or parking tickets incurred. Minor damage/repair to the UNM vehicle is covered by the rental rate. The University does not carry comprehensive insurance nor is equipment or personal property insured. Auto Liability can be found at the SHEA website at <http://shea.unm.edu/insurance.html>. Basically, this policy provides insurance coverage protects UNM against bodily injury and property damage claims of a third party if damage or injury is caused by negligence on the part of UNM or its employees while operating a motor vehicle in the scope of their employment at the University.

If in an auto accident and UNM is found negligent, the deductible for the repairs is paid as follows:

\$1,000 deductible  
\$250.00 paid from the Department or the responsible PI  
\$750.00 is paid by SHEA

The rest of the costs are billed to the state and they will cover the remainder repairs.

\*\*\*\* Note: if you are injured during an auto accident and UNM is found negligent, and if any medical bills are incurred, they are covered by Worker's Compensation and not the auto insurance policy. This is why only UNM employees are permitted to drive vehicles.

- e. Vehicles must be cleaned out before being returned or a cleaning fee of \$25/hour will be incurred. Please make sure you clean vehicles as much as possible!
- f. *All motor pool paperwork must be turned in to the Manager of Facilities Operations (John Cox) when the trip is completed.*

#### 4. Liability

- a. *NO STUDENTS automatically have accident insurance coverage for injuries or illnesses that occur during field trips, and they must be informed of any potential risks. All students participating in an UNM Biology class field trip will be required to have the Group Accident Insurance coverage (see d. [below] for more details).*
- b. **Each student must sign the Acknowledgement of Risk form** (see below).

Special provisions may need to be taken for minors (under the age of 18). UNM employees are automatically covered for work-related injuries by Worker's Compensation.

- c. It is the instructor's responsibility to insure that **all** students fill out and return a signed **Acknowledgement of Risk and Consent for Treatment form**

This form is available on-line at:

<http://biology.unm.edu/administrative/Assumption-of-Risk UNM.doc>

The instructor fills out the top part before giving it to the student to sign. One form is adequate for multiple field trips within a course. Signed forms should be with the instructor on the trip and at the end of the semester should be sent to the main office for filing (to be kept for 3 years).

On the form, risks that students should acknowledge accepting include the following:

- Work with, or exposure to, bats and other wild animals increases the risk of contracting rabies.
- Camping in areas inhabited by rodents increases the risk of contracting hantavirus or plague.
- Trips in tick infested areas increase the risk of Lyme disease.
- Challenging terrain or field conditions or demanding physical activity required.

For more information on prevention and detection of these diseases, and for a more complete list of risks involving animals and insects in the field, The Centers for Disease Control (CDC) website ([www.cdc.gov](http://www.cdc.gov)) is a good resource for general information.

- d. All students participating on any field trip must be covered by Group Accident insurance (approx. \$0.90 per day per student insurance, covered whether by course fee budgets or departmental funds. This insurance provides coverage for students participating in field trips and extends to injuries that might result on the field trip not related to an auto accident. The specific coverage can be found at website <http://shea.unm.edu/insurance.html>. The form for this coverage should be completed the first week of classes for students participating in classes with field trips (form is found at end of document).
- e. If you or your TAs need first aid training, contact Department of Internal Medicine/EHHPunit at 272-4460 or visit website: <http://www.unm.edu/ehpp/cprfirstaid.htm>

Before leaving, you should think about potential emergency procedures and how to obtain medical help, should it be needed. Each course **must** take a well-stocked first aid kit.

- f. Worst-case scenario: Someone is seriously injured or killed during a field trip—it is imperative that UNM Environmental Health and Safety, 277-2753, be notified as soon as possible. It is also advisable to notify the Office of Risk Management at 277-9790. The University Police 277-2241 can help notify the next of kin, if needed. Remember not to admit liability, regardless of the circumstances, as this may impair UNM's ability to effectively defend you and the University against a claim or legal action brought by the injured party.

## 5. Faculty, Student, and Staff Conduct on Field Trips

- a. All faculty, staff and students on official departmental field trips represent the University of New Mexico and must comport themselves accordingly. In all cases, but especially when on field trips in another state or a foreign country, students should be aware of local laws and customs and act in accordance with these laws and customs.
- b. Regarding the use of alcohol and other intoxicating substances during department sponsored field trips:
  - Never drink and drive, or allow anyone under the influence to drive.
  - No open containers of alcohol in university vehicles at any time.
  - Absolutely no alcohol in the field during instructional time, or consumption by minors.
  - Any off-hour consumption of beer or wine must be well controlled.
  - University vehicles may not be used for trips to pubs, bars, or to purchase alcohol.
  - No illegal substances at any time.
  - At all times, avoid behavior that negatively affects the comfort, well-being or learning environment of fellow field trip participants and/or members of the general public. Even when participants are not engaged in educational activities, it is expected that all University employees and students will conduct themselves in a manner consistent with University policies and the Student Code of Conduct throughout the course of the field trip. Faculty have the obligation to provide supervision and the authority to enforce this policy and take corrective action if necessary.

A more complete discussion of student conduct guidelines and sanctions is provided on the WEB site:

<http://www.unm.edu/%7Esac/policies.html#studentcode>

In the event that a student is deemed to have violated any of the recommended behavioral guidelines, the faculty member in charge of the class will issue a warning. If the offense is sufficiently egregious and is deemed to be a violation of the Student Code Conduct of UNM, the faculty member in charge has the authority to report the incident to the office of Vice-President of Student Affairs. This office will proceed as stipulated in the Student Code Conduct.

## QUICK REFERENCE GUIDE AND USEFUL CONTACTS

### Campus Police

2500 Campus Blvd. NE, 277-2241, RDY 277-0888. Campus Police can be reached 24 hours a day.

### Emergency Message Service

Student Activities Center, Student Union 1016, 277-7872. The Office staff will try to locate students in their classes to deliver an emergency message. The service is available during office hours of 8 a.m. to 5 p.m., Monday through Friday. Information about a student's class schedule cannot be released.

### Emergency Phone Numbers

Ambulance	911
Fire	911
Police	277-2241
PoliceTDY	277-0888
UNMPolice	911
StudentHealthCenter	277-3136
Suicide Crisis and Emergency Center	265-7557

### Safety, Health & Environmental Affairs

1801 Tucker NE, 277-2753. SHEA serves as the safety watchdog for UNM. You are welcome to consult with any SHEA staff regarding any of our programs or to request assistance on any of your safety concerns at UNM. You may also report any safety hazards you encounter directly to SHEA. Safety training programs are available in many areas. Training of special interest to students includes defensive driving.

**Risk Management**, Oñate Hall, 277-9790, offers medical coverage for travel outside the United States, group accident insurance, and medical coverage for students participating in UNM-sponsored and supervised field trips.

**University of New Mexico, Biology Dept.  
Field Trip Participant Agreement**

I, \_\_\_\_\_(Name of participant) will participate

in a field trip as part of Biology \_\_\_\_ (course #). I acknowledge that voluntary participation in class field trips involves inherent risks and hazards, including but not limited to physical injury from exposure to hazards such as adverse weather conditions, insects and wildlife, rough and unknown terrain, moderately strenuous exercise, and transport to and from field sites. I acknowledge that all risks cannot be prevented, and assume those beyond the control of University staff. I acknowledge sole responsibility for risks associated with personal trips, hikes or other activities undertaken at my initiative during the course of the field trip.

I certify that I am physically capable, with or without reasonable accommodation, of undertaking these activities. In case of medical emergency, I give consent for emergency medical treatment and agree to pay for any charges not covered by my personal health insurance.

Furthermore, I acknowledge that I will abide by the UNM Code of Student Conduct while on this trip. Specifically, I will avoid any behavior that negatively affects the comfort, well-being, or learning environment of others on the trip or the general public.

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Participant's printed name

Date

Participant's signature

Emergency contact

Contact's phone number

If disability accommodations are required, contact Disabled Student Services at least 10 days in advance of the trip by calling **(505) 277-3506** or visiting **<https://as.unm.edu/home/>**.

To purchase optional field trip insurance, contact **Risk Management**, Oñate Hall, 277-9790; UNM does not provide health or accident insurance for field trip participants.

## Records Management

All vehicle documentation is kept with the departmental vehicle files. This information is maintained until the vehicle is sold. At that point, all records are sent to Cintas, Inc. for secure shredding.

## Approvals and Authorization

Name:		Title:
Revision Number	Approval Date	Comment
2	3/20/13	Approved—Richard Cripps, Chair

## Revision Detail:

Current Version Date:		Next Review Date:
Revision Number	Revision Date	Description and Author
1	04/08/10	Per Internal Audit, revision to acquisition and disposal sec
2	03/20/13	Update of Vehicle Policy—Donna George