

Stockton Vehicle Task force Preliminary Outcomes and Findings

Committee Members:

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Preliminary Outcomes

1. Staff and Faculty can keep vehicles overnight before an early trip ([Previous policy - no vehicles can be kept overnight](#))
2. Age of student drivers is 21 and over
 - a. There will be situation-dependent flexibility. E.g. Drivers under 21 allowed for trips under 50 miles.
3. Student drivers 21 and over can drive within 200 mile radius of Stockton ([Previous language - 10 miles. Official document still states says only with faculty or staff in same convoy](#))
4. Staff and Faculty can drive within 325 mile radius of Stockton ([Previous policy - 200 miles](#))
5. Facilities will rent vehicles required for trips farther than 325miles, with Dean's approval
6. Students cannot drive 15-passenger vans, which are being phased out of the fleet.
 - a. Facilities requested \$100,000 to purchase more stable 12-passenger vans, which students could drive.

Recommendations in progress

1. The budget for vehicles will be revised based on input from this committee (to reflect use)
2. Prioritization of vehicle usage is still an issue. The committee recommends vehicles needed to fulfill grant obligations to be given priority, including designated vehicles for this purpose.
3. Change vehicle policy to cover damage or theft of personal vehicles used for official university business.
4. Allow overnight programs on campus to keep keys to vehicles, rather than returning them late each night and checking them out again early the next morning.
5. When multiple vehicles are checked out, allow one staff or faculty representative to check out all keys for the group, rather than requiring all drivers to check out a single key in person.
6. Add policies that penalize drivers of university vehicles for
 - b. Reckless driving
 - c. Driving without a valid license

- d. Failure to cancel reservations for vehicles no longer needed

Outstanding concerns

1. Poor ability to utilize shuttles due to lack of drivers
 - a. University backup plans should be in place if vehicle requests cannot be fulfilled, so faculty are not left to their own devices to make alternative plans
2. Facilities needs adequate resources to support travel
3. Staff and faculty need to be encouraged to reserve vehicles as early as possible, so facilities can make adequate plans.
4. Need a process by which granting agencies can purchase or donate vehicles dedicated to grant work.
5. Vehicle reservation process should be integrated. Currently, it requires the completion of a separate vehicle reservation for Facilities and a Chrome River request for the Administrative Division or Academic Program.
 1. Staff and faculty often have to provide proof to Facilities that Chrome River request was approved
6. Each administrative division and academic school should have a staff member designated to facilitate vehicle use

Procedure for making changes

1. Vehicle Task Force
2. Don Hudson
3. Institutional Planning and/or Policies and Procedures
4. General Counsel
5. Cabinet
6. President (no need for Board)