

	Title: Use of College of Nursing Fleet Vehicles	Review Frequency: Two Years	Effective Date: 11/22/2005 (Revised 1/12/2021)
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		Revision #	2

1. Purpose/Objectives.
 - 1.1. This document outlines the appropriate use of University, College of Nursing, and personal vehicles in the performance of official University business. This administrative policy supplements University of New Mexico Business Policy and Procedure 7780, Use of University Vehicles.

2. Scope.
 - 2.1. This policy applies to faculty, staff and students employed by the College of Nursing including working retirees, temporary part-time faculty, student employees, and temporary services employees.

3. Content.
 - 3.1. College of Nursing faculty and staff are to use University vehicles in the performance of University and College of Nursing business. Reimbursement for the use of personal vehicles in the performance of University or College of Nursing business is not allowed except in the special circumstances listed in this policy.

 - 3.2. Procedures:
 - 3.2.1. The College of Nursing maintains vehicles for use by employees in the performance of official duties of the University and the College of Nursing. Official duties may include, but are not limited to clinical site visits, area meetings and/or area conference attendance.
 - 3.2.2. Employees using College of Nursing vehicles must hold a current New Mexico driver's license and obtain and maintain a current University Vehicle Operator's Permit.
 - 3.2.3. Employees must submit a Travel Authorization Form for approval regardless of the funding source for the trip.
 - 3.2.4. Requests for reservations for the vehicle are made through the CON Fleet reservation link: <http://nursing-apps.unm.edu/confleet/>
 - 3.2.4.1. If a College of Nursing vehicle is not available on the specific date, options should be discussed with the employee's supervisor and Facility Operations Manager. Efforts should be made to arrange an alternate date for the site visit or meeting when possible.

 - 3.2.4.2. Temporary Part-Time (TPT) Faculty and/or Working Retired Faculty:
 - 3.2.4.2.1. Temporary Part-Time (TPT) faculty members required to perform external clinic site visits and other travel outside of Albuquerque as part of their normal duties are required to obtain and maintain a current University Vehicle Operator's Permit. These individuals are able to use a College of Nursing Vehicle when performing official travel in support of the College of Nursing.

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- 3.2.4.2.2. Individuals who use their personal vehicles to perform official University and College of Nursing business must receive specific prior authorization by the Dean or designee in order to receive reimbursement for travel expenses.
 - 3.2.4.3. Clinic Site Visit Travel:
 - 3.2.4.3.1. Employees traveling to clinical sites may use their own personal vehicles with the understanding that reimbursements for mileage will not be granted unless prior approval from the Dean or designee is received in conjunction with the employee's supervisor.
 - 3.2.5. Grant Support:
 - 3.2.5.1. Employees requiring a vehicle to support work funded by an external grant/project may use a College of Nursing vehicle to accomplish these requirements.
 - 3.2.5.2. All externally funded grants/projects must cover the cost of transportation including fuel.
 - 3.2.5.3. As an alternative, if CON fleet cars are unavailable, these individuals may rent a University Vehicle from the University Automotive Department. The individual must have a current and valid University Vehicle Operator's Permit and sufficient funding in the grant for the rental expenses. Rental vehicles are subject to availability and requests should be submitted in advance.
 - 3.2.6. Students and Work Study Employees:
 - 3.2.6.1. Students and work-study employees are not authorized to use their personal vehicle in the performance of official University and College of Nursing business.
 - 3.2.6.2. Should the regularly assigned duties of student and work-study employees necessitate the use of a vehicle, the employee's supervisor may submit a detailed written request to the CON Director of Finance & Administration that the student/work study employee be allowed to attend the University Defensive Driving Course and be issued a University Vehicle Operator's Permit.
 - 3.2.6.2.1. Upon approval of the request, the student/work study must take the University Defensive Driving Course, successfully complete the course and satisfy any additional requirements for the issuance of University Vehicle Operator's Permit.
 - 3.2.6.2.2. Taking the University Defensive Driving Course must not interfere with the student's class schedule. The University Defensive Driving Course is considered as paid time.
 - 3.2.7. Temporary Services Employees:
 - 3.2.7.1. Temporary Services employees are not authorized to use their personal vehicle in the performance of official University and College of Nursing business.
 - 3.2.7.2. Should the regularly assigned duties of the Temporary Services employee necessitate the use of a vehicle, the employee's supervisor may request to the College Administrator that the Temporary Services employee be allowed to attend the University Defensive Driving Course and be issued a University Vehicle Operator's Permit.

3.2.8. Normally, University vehicles may not be used for transportation between the University and the employee's residence, even if the employee is required to return to the campus to perform his or her job outside of regular business hours.

3.2.8.1. Should an employee need a vehicle to attend an out of town meeting, the employee may request an exemption to take the vehicle home to facilitate an early departure. The email request to the Facility Operations Manager will suffice.

3.3. CON Fleet Credit Card:

3.3.1. Individuals using a College of Nursing vehicle credit card for the purchase of gasoline, minor maintenance and other authorized vehicle related expenses must submit all receipts for such purchases with the vehicle credit card to the Facility Operations Manager upon returning the vehicle to the College of Nursing.

3.3.1.1. Receipts for gasoline purchases must contain the following information:

- Vehicle Number
- Number of gallons purchased
- Price per gallon
- Total amount of purchase
- Odometer reading at the time of purchase.

3.3.1.2. Receipts for non-gasoline purchases must contain the following information:

- Vehicle Number
- Itemized list of goods or Services purchased
- Total amount of purchase
- Odometer reading at the time of purchase.

4. Responsibilities.

RESPONSIBILITIES	
Position/Title/Group	Requirements/Expectations/Duties
Organizational Services	Responsible for assuring adherence to this policy and related policies.
Facility Operations Manager	Responsible for responding to reservation requests and tracking all CON Fleet vehicles and assuring adherence to the policy outlined in this document along with related University-level policies
College of Nursing Employees	Must adhere to this document.

5. Records Applicability/Retention

5.1. Documentation related to this policy will be maintained in accordance with UNM Administrative Policies and Procedures, UAPPM Policy 6020, and applicable requirements of the New Mexico Public Records Act, N.M.S.A § 14-3-1 et. seq.

6. External Reference(s).

6.1. None

7. Internal Reference(s).

7.1. Administrative Policies and Procedures Manual - Policy 4030: Travel:
<https://policy.unm.edu/university-policies/4000/4030.html>

7.2. University of New Mexico Business Policy and Procedure [Use of University Vehicles 7780](#)

8. Definitions.

8.1. None

9. Key Words.

9.1. Vehicle use, reimbursement

10. Attachments.

10.1. None

11. Approval Authority.

APPROVAL and Information			
Item	Contact Information	Date	Approved / Reviewed
Document Owner	<i>College of Nursing Organizational Services and College of Nursing Facilities</i>		
Reviewer	Bryan Jackson, Facilities Operations Manager	07/22/2020	<i>Reviewed</i>
Reviewer	Jeffery Dubinski-Neessen, Director of Strategic and Enrollment Services	7/22/2020	<i>Reviewed</i>
Reviewer	Jose Gonzalez, Executive Director of Finance and Administration, and Chief of Staff	01/12/2021	<i>Reviewed</i>
Official Approver	<i>Christine E. Kasper, Dean and Professor, College of Nursing</i>		<i>Approved</i>
Official Signature			
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12. Document History.

HISTORY LOG				
Date and Date Type:	New/ Revision #	Title of Document:	Description of Change(s):	Approved By: Print Name/Title
Origination: 11/22/2005	1	Use of College of Nursing Vehicles	New Document	Dean, Nancy Ridenour
Review: 1/12/2021 Effective: 2/1/2021	2	Use of College of Nursing Fleet Vehicles	Transferred Policy #9.2.1 content to revised HSC policy template and numbering system to #CON 520. The CON Policy 523- <i>Site Visit Vehicle Use</i> was retired and pertinent information incorporated into CON policy 520. The transferred document was reviewed by Organizational Services Added internal references to UNM policies.	Reviewed by Jose Gonzalez Approved by: Christine E. Kasper, Dean and Professor