



University Facilities Vehicle and Equipment Policy and Procedures

University Facilities (UF)
Internal Policy C.3
Effective Date: October 5, 2000
Last Modified Date: November 14, 2007
Approved by: Bob Wells

All University vehicles and equipment are owned by the State of South Carolina and Clemson University. University policy states "University property and equipment must ordinarily be used by staff members only in the performance of University business." The following procedures intended to direct compliance with this policy and are to be followed by all University Facilities staff:

1.0 Use of Vehicles and Equipment

Vehicles and equipment are to remain on campus at all times unless being used to transport materials and/or staff for University business. At no time are Facilities vehicles to be used to travel to and from home, or used for transportation on or off-campus for personal use including lunch or breaks. The only exception is when the vehicle is being used in conjunction with official travel. Any other exceptions to this policy must be approved in advance by the Chief Facilities Officer or his designee.

Tools and Equipment

Tools and equipment are not to be taken from campus for personal use.

2.0 Vehicles in Staff Parking Areas

In order to prevent the appearance of material being transferred from University to personal vehicles, no University vehicle shall be stopped in staff parking areas at personal vehicles unless performing University work in that area.

Personal vehicles should not be parked inside the Facilities compound area without prior approval of the appropriate Director.

3.0 Use of Tobacco Products

As in University buildings, use of tobacco products is not permitted in University Facilities vehicles including utility carts.

4.0 Theft, Loss or Damage

Employees are responsible for reporting to their supervisor the theft, loss or damage of any equipment assigned to them. In the case of theft, the appropriate authorities should be notified immediately and a police report filed.

Facilities staff shall exercise sound judgment and not leave equipment unsecured in areas where theft might occur.

5.0 University Facilities Service Vehicle Parking Rules

Operators of UF Service Vehicles must comply with the latest Parking Services Parking Regulations. Failure to do so may result in a parking citation. A citation received for a parking violation in a service vehicle may NOT relieve the vehicle operator from the responsibility to pay the fine. It is incumbent upon all UF service vehicle operators to abide by the regulations and use common sense when parking Service Vehicles. In all situations, the nearest red marked Service Vehicle space should be the first choice. If there no red spaces are available within a reasonable distance of the work site, use good judgment and follow the guidelines and regulations below.



If work is being conducted out of the truck (welding, bucket truck work, etc.) and you are present at the vehicle working, you will be exempt from parking regulations providing you have provided alternate route for pedestrians. Flashing lights, cones, etc. should be used to make the area at work site, along with your presence conducting work.

To notify Parking Services where you will be working, and that you will need to park in an area not designated for parking, send an e-mail to Parksrv@CLEMSON.EDU. This e-mail may not prevent a parking citation if you are not within the stated guidelines, but will serve to let the Parking Enforcement Officers know where you will be working. Project Managers and/or supervisors should make advance arrangements with Parking Services for service vehicle parking for multi-day projects.

These are some parking guidelines and regulations to be followed with regard to Service Vehicles. It is not intended to be an exhaustive list:

'DOs:'

- Service Vehicle parking areas are marked by sign(s) and/or red pavement markings.
- Service Vehicles MAY park in loading zones for up to two hours.
- Service Vehicles authorized to park in areas reserved for special events SHALL be identified with placards or permits as approved by Parking Services and issued by the event host prior to the day of the event.
- Service Vehicles MAY park in green employee parking spaces while performing work on campus and a service vehicle space is not available.
- Service Vehicles MAY park in front of dumpsters IF the dumpster has been emptied that day. Check with Landscape Services if not sure about the dumpster schedule.
- Service Vehicles MAY park on the concrete apron adjacent to the Holmes and McCabe dorms.
- Service Vehicles MAY park in the outbound lane adjacent to Brackett Hall when the traffic gate is in the down position closing the lane to thru traffic.

'DON'Ts':

- Service Vehicles MAY NOT park on the brick plaza at the west entrance to Brackett Hall.
- Service Vehicles MAY NOT park under the canopy zone of trees unless they have express permission from Landscape Services or are doing work that requires the vehicle to be positioned under the canopy.
- Service Vehicles MAY NOT block the entrance to buildings unless unloading and possessing an unloading permit.
- Service Vehicles MAY NOT park in a manner that obstructs a fire lane.
- Service Vehicles MAY NOT park in metered spaces or disabled spaces.

6.0 Contractor Parking Rules

Contractors that are performing work under the direction of UF must comply with the Parking Regulations and failure to do so may result in a citation. The UF employee responsible for the contractor must insure the contractor's vehicles are in compliance. Contractor vehicles ARE required to obtain a vendor permit from Parking Services and display the permit in the vehicle. Contractors' vehicles shall follow the same guidelines and regulations listed above for Service Vehicles. Exception: Contractors may park within a fenced construction staging area or fenced construction site.



7.0 Notification of this Procedure

All University Facilities personnel will sign a statement indicating that they have received a copy of this procedure and understand its meaning.

8.0 Disciplinary Action

At a minimum, employees who violate these procedures will be subject to the following disciplinary actions:

1st Offense during 36-month period will result in verbal counseling session with respective Director.

2nd Offense during 36-month period will result in mandatory oral reprimand with written documentation placed in the individual's Facilities personnel file.

Subsequent Offenses will result in a written reprimand placed in the individual's University personnel file, suspension without pay, or dismissal, depending on the severity of the violation.



I have read and understand the Internal Policy C.3: University Facilities Vehicle and Equipment Policy and Procedure dated November 14, 2007

Employee Name _____

Employee Number _____

Employee Signature _____

Supervisor's Signature _____

Date _____