

## EES Department Truck Policy

Updated: 7/1/2024

EES has a department truck that is available for use. The truck has a shell for the bed, so it is ideal for carrying gear to and from the field.

Please review the department's policy below before requesting to sign out the truck.

- To reserve the department truck, please send an email to the main office. Requests will be handled first come, first served.
- Approved Driver Certificate Forms must be turned in to the office and approved by Risk Management for anyone to be able to use any Michigan State University vehicle. These need to be renewed at the beginning of the year.
- All university travel must have a request for travel associated with it in Concur. An up to date "blanket" travel request is sufficient for local MI travel/truck usage.
- An account number for billing of mileage and fuel charges, date(s) of travel, and the business purpose must be provided when submitting a request to sign out the department truck. The "business purpose" can be a brief description.
- The department truck must be returned with a full tank of gas. Please maintain your fuel receipt for reimbursement in Concur or use the department provided WEX Fuel card and turn the receipt in to the office.
- A truck log (provided by the office along with the WEX Fuel card and keys) must be filled out and turned in to the EES office at the end of travel. If travel is completed on a weekend, a Monday morning return will be required.
- The current cost for usage of the department truck is set at a per mile rate of \$0.35/mile. There are no daily charges at present, but we will consider them if there are problems. There is a late fee for failing to turn in keys/gas card/clipboard for the truck for \$25/day to be billed to a non-grant account.
- There are university vehicle parking spaces located by the loading dock for university vehicle use. Please park there, and make sure that reserved (numbered and assigned) parking spaces are not used to park the department truck on campus.
- A gate card is in the department truck so it can access all gated areas on campus.
- The department will be responsible for maintaining the department truck; however, department staff will not be using it regularly. Please notify the department staff of any maintenance issues you notice while using the truck.
- There are accident forms located in the truck if needed.
- Please check [Vehicle Usage](#) for a comprehensive list of rules and regulations for driving a university owned vehicle.

If you have questions, concerns, or need clarification, please notify the EES staff, and we will do our best to help you.