

## **9.0 FACILITIES MANAGEMENT POLICIES AND PROCEDURES**

### **9.0.1 FACILITIES MANAGEMENT (FM) DEPARTMENTS**

#### **9.0.1.1 ADMINISTRATIVE SERVICES DEPARTMENT**

The Administrative Services Department provides management support systems for those FM departments directly providing facilities, grounds and utilities to the Alcorn State University community. The responsibilities of the department include management of the work control center, cost accounting and customer billing, procurement of materials and warehousing, central receiving, budgeting and financial analysis, information systems and computer maintenance, utility tracking and billing, personnel travel arrangements, payroll document/leave recordkeeping and key and uniform administration.

The areas within the Administrative Services Department include Information Systems; Work Control Center; Uniform Administration; Key Administration; Fiscal Operations; Payroll Processing and Leave Reporting; and Quality Improvement.

#### **9.0.1.2 CAMPUS SERVICES**

Campus Services is responsible for the cleanliness of all facilities, maintenance and management of the University's vehicle fleet, receipt and delivery of all UPS and FedEx packages deliveries and management of the University's warehouse. The areas within Campus Services include custodial services; motor pool; shipping and receiving; and the University warehouse.

#### **9.0.1.3 CONSTRUCTION MANAGEMENT AND PLANNING**

All requests for estimates on campus construction and renovations are handled by the Construction and Planning group which may be contacted online or by telephone at (601) 877-3958.

All renovations, modifications or work done to university buildings and grounds must be performed by or in cooperation with FM. The Associate Vice President for Facilities Management is responsible for the University's Master Plan, preparation of architectural and landscape architectural guidelines and standards and architectural and landscape architectural design review. The Associate Vice President works in close coordination with the Construction Coordinator, the Director of Operations and Maintenance and the Senior Vice President for Administration/COO.

Specific services provided include: land use planning, space planning, facility site planning and design, open space design and project estimation.

Through the Construction Management Services office, the Construction Manager provides support to all campus departments and divisions in administering the University's construction projects. Construction Management Services has the lead role in capital projects during the construction phase. This group provides coordination between the user/client, the outside design consultants and other University offices involved in the capital project process. Construction Services is responsible for the management of bidding, contract and construction phases of capital projects. The specific services provided include: contract administration and construction management.

#### **9.0.1.4 OPERATIONS AND MAINTENANCE DEPARTMENT**

The Operations and Maintenance Department is responsible for the maintenance of buildings and remodeling projects. Services provided include carpentry, landscaping, plumbing, painting, welding, roofing, locksmith, electrical, HVAC, construction, masonry and flooring. The department performs functions such as building maintenance, preventive maintenance and landscape maintenance.

## **9.1 WORK CONTROL**

FM is budgeted to address only routine and preventative maintenance requirements of the University. This definition is strictly limited to work required to maintain existing State Education and General-Funded (E & G) facilities, utility systems and grounds.

Requirements for remodeling, alteration and expansion of University facilities and the installation and maintenance of department equipment shall be identified by the appropriate user. It shall also be the responsibility of the user to obtain funds for the work to be accomplished by FM.

FM will make every effort to meet the needs of the University community. As funds and staff time are limited, not all requests will be addressed. The FM work schedule will be established based on the following priorities:

- Operational requirements.
- Essential maintenance
- Departmental equipment maintenance
- Similar devices that perform some or all of these functions
- Remodeling, departmental equipment installation and special services

### **9.1.1 WORK ORDER PROCESS**

The process for handling work order requests is as follows:

1. Requester initiates work request via work order system. Emergency requests should be made by telephone to (601) 877-4000.
2. Once request is approved by FM, it is assigned to a supervisor.
3. The work order is scheduled by the supervisor/manager and assigned to a technician.
4. If funding or supplies are needed to fulfill request, the work order is put on hold until necessary supplies are received or funding is secured. The user will be notified of status.
5. Completed work orders are signed by the requester who submits them to the work control center for processing.
6. Because departments are responsible for generating their own revenue, charge backs and funds are recouped.

### 9.1.2 WORK ORDER PRIORITY LEVELS

The work order priority levels are as follows:

- **Priority 1 (Scheduled).** There are maintenance items that are scheduled to occur or begin at predetermined date. Scheduling of these services will depend on the availability of resources and funding. These requests should be planned and submitted prior to when services are needed. Scheduled work orders include but are not limited to: building alterations and modifications, furniture/equipment removal/installation, setup for special events and support services for special events
- **Priority 2 (Low).** Routine maintenance reflects the majority of requests for work received by FM. This work is scheduled on a first-in, first-out basis in coordination with pending scheduled work, events and higher priority items. This includes but is not limited to: a light in a group of lights, outlet failure where working outlets still exist, interior non-secured doors, minor leaks and localized heating issues.
- **Priority 3 (Medium).** These are maintenance items that have to be completed within 3 to 5 working days. These items are monitored closely to ensure they are completed in a timely manner. Schedules will be updated to dedicate resources for completion. This category includes but is not limited to: heating and cooling issues in a significant portion of a facility, security lighting, equipment malfunction or failure and elevator failure.
- **Priority 4 (High).** These include restoring essential services needed for normal campus operation. The nature of this category requires that the work be completed as soon as possible to ensure normal functioning of the affected department. This includes but is not limited to: mechanical failure, lock malfunction (depending on the situation), severe roof leaks and loss of electrical power to a limited area.
- **Priority 5 (Emergency).** There are emergency conditions that affect the life, health or safety of the campus community or that immediately affect the continued performance of University functions. These situations will be handled immediately. Priority 5 includes but is not limited to loss of power to an entire building or campus; elevator entrapments; fire; smoke, or gas; sewage backup; and broken water main and plumbing issues that could lead to building flooding (i.e., pipes that burst).

### 9.1.3 WORK REQUEST PROCEDURES

The instructions for completing a work request are as follows:

- Open your Internet Browser (Internet Explorer, Netscape etc.) and type in [www.myschoolbuilding.com](http://www.myschoolbuilding.com) in the address bar and press Enter or click on Go.
- Follow Step 2 below if you are a first time user or if asked to enter an Organization Account Number.
- If this is the first time your computer has been to the website, enter the Organization Account number 506075629 and click Submit Organization as prompted. You may also copy this link and paste it into the web address window for your browser:  
<http://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=506075629>
- Find a blank area on the next page, click your right mouse button and select Create Shortcut. This will add an icon on your desktop that you can double click the next time you want to sign in. Enter your email and click Submit. If prompted to enter your first and last name, do so in this manner.

Step 1: This will be filled in with your information from the email address you entered at the sign in screen.

Step 2: Click on the drop down arrow and highlight a Location that you want the work to be done at and click the mouse. Follow the same steps for Building and Area \*if selections are available. Also be sure to type in your Area description or Room #.

Step 3: Select the icon that best describes your problem and click on it.

Step 4: Type in your description of the problem.

Step 5: If available, type in the best time for a technician to come by.

Step 6: If available, click on drop down arrow and select a purpose code.

Step 7: (If available) Type in when you would like the work to be completed (Click on the calendar to choose a date or type in a date in this format: 10/11/12.).

Step 8: Type in the submittal password: password.

Step 9: Click submit.

- After you click submit, the screen will refresh and you go to the My Request Tab.
- On this screen you will see up to date information on your request including the status, work order number and action taken notes. You can click on the number next to the status description to see all requests marked with that status. You can search for any work order request by typing in a key word in the Search box and clicking on GO. This will pull up any of your requests with that word in it. (for example, keys would pull up any request dealing with keys).

- Click on the Work Request Tab to input a new request.

#### **9.1.4 EVENT MANAGEMENT**

FM strives to make sure all campus events are successful and that technical requirements are covered. However, there are a number of high priority events that are planned in advance which require large amounts of FM resources. Examples include Commencement, new student orientation, football games, Coronation, board meetings etc. FM resources are extremely limited during these times.

Additionally, FM sets aside a limited number of staff hours each Tuesday to support the residence halls. Therefore, resources will be limited on Tuesdays from 1 p.m. until 4 p.m.

#### **9.1.5 EVENT REQUESTS**

Here are the instructions for making an event request. Please note that all events must be requested via work order system.

1. Requestors should submit event support requests at least 15 working days (earlier if possible) in advance to ensure assets can be mobilized and authorization can be granted to meet the required delivery date.
2. Requests submitted less than 15 working days in advance will be honored to the extent authorization can be granted and assets are available or can be contracted to support the request.
3. Event support, if possible, should be requested through the point of contact.
4. Allocation of resources is on a first come, first served basis.
5. Services required for events such as electrical work, carpentry, custodial work, landscape work, plumbing or general labor should be requested from FM at the time of the initial request.
6. When FM services are requested in support of a University activity and assets are not available, FM will notify the requester of rental/contract cost estimates and/or alternated dates when assets are available.
7. All rentals shall be coordinated through FM.
8. Necessary funding shall be transferred from the requesting department's account to a designated FM account.
9. FM will initiate all Purchase Orders necessary for successful execution after funds have been transferred.

#### **9.1.6 RATE INFORMATION**

Here are the rental rates for equipment:

<u>Equipment</u>	<u>Rental Cost</u>
Long Tables 30"x 6'	\$7.00 each
Round Table	\$5.00 each
Folding Chairs	\$3.00 each

Stage	@ rental rate
Heavy Duty Ext. Cords 50'	\$5.00 each
Podium	\$40.00 each
Non Folding Chairs	\$4.00 each
Public Address Systems	@ market rental rate

Here are the rates for labor (one hour minimum charge):

<u>Trade</u>	<u>Rate</u>	<u>Overtime Rate</u>
Custodian	\$10/hour	\$15/hour
Electrician	\$20/hour	\$30/hour
HVAC Technician	\$20/hour	\$30/hour
Plumber	\$15/hour	\$22.50/hour
Carpenter	\$15/hour	\$22.50/hour
Laborer	\$10/hour	\$15/hour

The rates for labor are subject to change.

### **9.1.7 SERVICES FOR AUXILIARY ENTERPRISES AND ATHLETICS**

FM is budgeted to address only routine and preventative maintenance requirements of the University. This definition is strictly limited to work required to maintain existing E & G facilities, utility systems, grounds.

As stated in IHL Policies and Bylaws § 908(c), "Auxiliary enterprises shall be charged for facilities maintenance services provided by the institution. Student and faculty housing, food services, bookstores, student unions, intercollegiate athletics and student health centers shall be charged for facilities maintenance services by the institution whether formally organized as an auxiliary enterprise or not. Each institution shall establish a rate(s) to charge for facilities maintenance services provided to auxiliary enterprises adequate to reimburse the institution for such services."

### **9.1.8 ROUTINE AND PLANNED MAINTENANCE**

Routine maintenance requests should be submitted via work order system. Routine requests will be charged back monthly if funds and materials are readily available.

FM will, upon request, provide planned work estimates to use in preparation of their budget requests. Departments shall generally budget for the total cost of all materials, labor, equipment and/or contracted services.

### **9.1.9 LABOR RATES (30 MINUTE MINIMUM CHARGES)**

Here are the rates for labor (30-minute minimum charge):

<u>Trade</u>	<u>Rate</u>	<u>Overtime Rate</u>
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Custodian	\$10/hour	\$15/hour
Electrician	\$20/hour	\$30/hour
HVAC Technician	\$20/hour	\$30/hour
Plumber	\$15/hour	\$22.50/hour
Carpenter	\$15/hour	\$22.50/hour
Laborer	\$10/hour	\$15/hour



## **9.2 NON-ROUTINE SERVICES**

FM is budgeted to address only routine and preventative maintenance requirements of the University. This definition is strictly limited to work required to maintain the existing E & G facilities, utility systems, and grounds.

Requirements for remodeling work, alteration and expansion of University facilities/grounds and the installation and maintenance of department equipment shall be identified by the appropriate user. It shall also be the responsibility of the user to obtain funds for the work to be accomplished by FM.

FM will make every effort to meet the needs of the University community. However, FM reserves the right to deny any partial or full renovation or installation requests that compromise buildings, systems, infrastructure or campus standards.

### **9.2.1 REMODELING AND SPECIAL PROJECTS**

The policies and procedures for remodeling and special projects are as follows:

- FM will, upon request, provide estimates of work for other departments to use in preparing their budget requests. Departments shall generally budget for the total cost of all materials, labor, equipment and/or contracted services.
- By February 1st of each year, a department requiring services that exceed its anticipated budget for the next fiscal year shall submit its project requests to FM. Once received, FM will assist in developing a scope and cost estimates. FM will present the scope and cost estimates for review by the administration. Schedules will be established upon approval by the administration and after funding has been secured.
- Unless otherwise arranged by CFO, necessary project funding shall be transferred from the requesting department's account to a designated FM account. FM will initiate all Purchase Orders necessary for project execution.
- Generally, labor provided by FM will not be charged to an E & G project. However, these labor costs will be identified and reported at the project close out.
- It will be the responsibility of FM to work within the estimated cost for the approved scope of work. If the scope of work is revised and additional funds are required, the requesting department will be required to verify that adequate funds are available to complete the project as modified.
- Generally, all projects requiring a significant portion of FM resources will be contracted to a qualified contractor through standard procurement procedures. In some cases, it may be cost effective to accomplish part or all of each project with FM personnel. Each project will be evaluated on an individual basis.

- FM will normally accept work orders for non-routine services that can be completed by the regular staff within 4 weeks or less. Projects with special requirements will be addressed on an individual basis.
- In special cases, FM will authorize another University department to perform required work. In those cases, the following requirements shall meet Board of Trustees of State Institutions of Higher Learning bylaws:
  - Proposed working drawings and/or specifications shall be submitted to FM for review and approval.
  - All work will be inspected by FM during and after construction.
  - Only vendors/personnel who meet the qualification standards set by FM shall be allowed to perform the work.
  - Any work found by FM that does not conform to approved drawings and/or specifications, is not in compliance with approved standards and codes or is of unacceptable workmanship will be removed or repaired at the expense of the department that made the installation.
  - All contracts with private firms for design and/or construction services shall be administered by FM, as mandated by IHL bylaws. This policy applies whether the funds are from University departments, auxiliary enterprises, the capital outlay funds, private donors or other sources.
  - Furnishings that are a part of a building shall not be altered or removed without approval of FM. This includes such items as lockers, built-in benches, blackboards, projection screens, hardware, etc.
  - Access to or alteration of buildings, building systems or grounds must be approved by FM.
  - Contact with vendors/contractors is prohibited.

### **9.2.2 EQUIPMENT REPAIR AND INSTALLATION**

The policies and procedures for equipment repair and installation are as follows:

- FM will attempt to repair all campus equipment within its capability or outsource repairs for expert assistance.
- The requesting department will be required to provide funding for all materials and contracted services for work accomplished on department equipment. FM is budgeted only to maintain building systems and related components (for example, air handlers, boilers, circulation pumps, etc.).
- Necessary project funding shall be transferred from the requesting department's account to a designated FM account. FM will initiate all Purchase Orders necessary for successful execution
- The repair of equipment, damaged as a result of vandalism, will be treated according to standard vandalism procedures. If the individual responsible for the damage can be identified, it is up to the department to recover the cost of repair from the individual.

- The installation of equipment for research, teaching or functionality of department must be approved by FM prior to purchase to ensure technical specifications can be met.

### **9.3 TRANSPORTATION/VEHICLES**

Members of the Alcorn State University community engage in many activities requiring transportation to other locations. To provide this transport, the University maintains a fleet of rental vehicles. These vehicles are available to University faculty, staff and official university organizations. The University is committed to protecting both the vehicle and especially the occupants. Because of the significant hazards such transportation activities represent, the following procedures have been instituted to prevent harm to both persons and property and to provide fair and safe usage of the fleet. These policies and procedures apply to any and all vehicles owned by or used for the benefit of Alcorn State University that are licensed for travel on public roads; this includes all vehicles regardless of funding source or method of acquisition.

#### **9.3.1 GENERAL MANAGEMENT GUIDELINES**

The general management guidelines regarding the use of motor vehicles are as follows:

- **Executive.** As mandated by IHL, no department shall purchase, rent, lease or acquire any motor vehicle, regardless of the funds from which the motor vehicle is to be purchased, except under authority granted by the President. Authority shall only be granted to purchase, rent, lease or acquire a motor vehicle which is the lowest cost vehicle to carry out its intended use. (This policy excludes the rental of vehicles from the state contract provider covered by the University's travel policies.)
- **FM.** FM will be responsible for obtaining titles, tags as well as ensuring that all vehicles are marked appropriately and that those vehicles owned by Alcorn State University are added to the University's fleet liability policy.
- **Department.** Individual University departments that have vehicles listed on their inventory are responsible for their assignment and use in compliance with all University policies and procedures. The department carries the fiscal responsibility for the proper maintenance and upkeep for any and all vehicles listed on their inventory. The department will also be responsible for assigning vehicle administrators to work in concert with FM personnel. The vehicle administrator's name and contact information must be on file at FM, with a copy on file with Purchasing/Procurement Services.
- **Vehicle Administrator.** This administrator will be responsible for the following functions:
  - Assures vehicle(s) receives appropriate service and is maintained in a safe operating condition.
  - Monitors assignments of vehicles, usage of vehicles and assures compliance with the policies regarding the fleet.

- Maintains the department Authorized Driver List and ensures each driver has a current, signed Vehicle Use Agreement.
- Maintains records as outlined in the Fleet Manual.
- Ensures the appropriate appearance of the vehicle(s).

### **9.3.2 VEHICLE USE**

#### **9.3.2.1 LIABILITY**

Losses occurring to a third party during an employee's use of a vehicle for approved university business are subject to the protections provided under the Mississippi Tort Claims Act (Miss. Code Ann., Sec. 11-46-1 et al).

The Mississippi Tort Claims Act provides liability protection to the Institutions of Higher Learning and is the exclusive remedy when using a vehicle within the scope and course of one's duties. The limit of liability within Mississippi is \$500,000 per occurrence. Other laws apply when outside the state of Mississippi.

#### **9.3.2.2 INJURED EMPLOYEES**

Injured employees are covered by worker's compensation coverage which is the exclusive remedy under law.

University vehicles do not carry physical damage insurance coverage. When a vehicle is damaged in an accident, any repairs to the University vehicle will be at the expense of the department unless the damage can be shown to be the fault of someone else,

#### **9.3.2.3 TERMS OF USES**

University-owned motor vehicles are authorized for use in the performance of all travel or tasks that are within the scope and course of the employee's duties and are necessary to accomplish official business, provided that the use is within the rated design capability of the vehicle. Official University business is defined as the performance of tasks in furtherance of the mission-related services. The University-owned vehicles shall be driven only by licensed employees, graduate students and other authorized individuals and used for official University business only.

#### **9.3.2.4 TRAINING**

All employees who are approved to drive University vehicles are encouraged to enroll in a defensive driving course. The instructor and the course must be certified by the National Safety Council. Each employee approved to drive should enroll in an approved defensive driving course

every three years. The University maintains a list of certified instructors who can be contacted through FM.

### **9.3.2.5 LAWS**

Drivers must obey all traffic rules and regulations in the state where they are traveling. Tickets for traffic violations (speeding, failure to yield and so on) must be paid by the driver and immediately reported to FM. No radar detectors are allowed to be used in University vehicles.

### **9.3.2.6 DRIVER BEHAVIOR**

Operations and appearance of University-owned vehicles affect the University's image. The public expects safe and courteous drivers in the vehicles provided. Unsafe or aggressive driving, such as those acts listed below, can create negative public impressions and result in bodily injury, death, or property damage:

- Speeding
- Improper passing
- Failure to yield right-of-way
- Tailgating
- Failure to adjust to road or weather conditions
- Failure to use vehicle's safety devices such as lights, wipers, turn signals, etc.
- Improper gesturing, language or use of horn or lights
- Other violations of law or improper conduct

### **9.3.2.7 OPERATION OF EMERGENCY VEHICLES**

Operators of emergency vehicles such as patrol cars, ambulances, fire trucks, etc. shall only operate the vehicles after receiving proper, certified training specific to the vehicle they operate and shall hold the proper license for operation of the specific vehicle as applicable.

### **9.3.2.8 OPERATION OF SPECIAL VEHICLES**

Operators of special vehicles such as motorcycles, boom trucks, dump trucks, tow trucks, etc. shall hold the proper license for operation of the specific vehicle, if applicable.

### **9.3.2.9 OPERATION OF VANS**

All van drivers shall review the IHL Van Safety Recommendations and shall comply with the requirements set forth.

The 15-passenger/cargo vans in operation will continue to be used until such time the vehicle is sold or salvaged. The following requirements apply to 15-passenger/cargo vans:

- Drivers must be 21 years or older and have a valid driver's license. A copy of the license must be on file with FM.
- The driver should obey posted speed limits but not exceed 65 miles per hour regardless of posted speed limit.
- Having luggage racks or hauling items on top of the van is prohibited.
- The 15-passenger vans are not to be used for trips more than 350 miles one way. A bus or several smaller vehicles should be used for trips greater than 350 miles. Some exceptions will be made for special circumstances.
- The driver must not operate a van continually for more than eight hours and must take a 30-minute break every four hours.
- Trailers or other vehicles must not be towed with a van.
- A maximum of 10 passengers, including the driver, is permitted with the number decreasing by one for every 170 lbs. of cargo.

In the event someone suspects that a driver is on drugs or has consumed alcohol, the driver should be reported to the next-level supervisor. The supervisor or department head should contact the Office of Human Resources for instructions for handling the incident. In no case should an individual, about whom there is reasonable suspicion of drug or alcohol use, be allowed to drive until the issue has been fully resolved in the individual's favor.

Besides the monthly maintenance check, the driver should perform a safety check of the van before leaving on a trip. The safety check includes: tire pressure, lights (head and tail), brake lights, turn signals, brakes, wiper blades, water in radiator, window operations and functional seat belts for all passengers.

#### **9.3.2.10 OPERATION OF COMMERCIAL VEHICLES**

ASU has motor coaches, 18-wheelers and tractor trailers. Certain commercial vehicles require additional licenses beyond the Class R (regular license):

- **Class A License.** This license is required for any single vehicle with a gross weight rating greater than 26,000 pounds provided the gross weight rating of the vehicle or vehicles being towed is in excess of 10,000 pounds.
- **Class B License.** This license is required for any single vehicle with a gross vehicle weight greater than 26,000 pounds and any such vehicle towing a vehicle not in excess of 10,000 pounds.
- **Class C License.** This license is required for any single vehicle with a gross vehicle weight rating greater than 26,000 pounds or any such vehicle towing a vehicle with a gross vehicle weight not in excess of 10,000 pounds used to transport 16 passengers or hazardous materials.
- **Class D License.** A Class D license is required for all other vehicles or combination of vehicles which are not included in Class A, Class B or Class C.

### **9.3.2.11 USE OF PRIVATELY OWNED VEHICLES FOR UNIVERSITY BUSINESS**

University officers and employees may be authorized to travel on University business using their private automobile. In these cases, drivers are typically reimbursed on a per-mile basis.

- **Authorization.** University officers and employees may be authorized to travel on University business using their private automobile. If going out of state or attending a convention, the driver should receive written approval to use a privately-owned vehicle prior to beginning the trip. The departments are responsible for periodic review of use of personal vehicles and ensuring that use of personal vehicle provides the most efficient and economic choice when compared to the use of a University-owned vehicle or a rental.
- **Insurance.** Owners must have current proof of insurance in accordance with state law. Losses occurring to a third party while conducting official business with prior approval are subject to protections provided by the Mississippi Tort Claims Act § 46-11-1 et. al.
- **Expenses.** University employees traveling on official state business in their private automobile will be reimbursed at the same rate, based on mileage, as federal employees as determined by the Mississippi Department of Finance and Administration. All other operational and maintenance expenses are the responsibility of the owner.

### **9.3.2.12 VEHICLE REQUESTS**

Here are the guidelines to be used for vehicle requests:



- Vehicles are reserved by completing the online request form on the ASU website ([www.alcorn.edu](http://www.alcorn.edu)). Click on the quick links drop down and select Agile Fleet Management.
- All requests must include the name(s) of the driver(s) with emergency contact information and destination.
- Departments that need a rental vehicle will be responsible for the pick-up and return of the vehicle to the rental agency. Vehicle maintenance checks, seat belt rules and other safe driving and maintenance practices will be followed with rental vehicles as if they are part of the normal University fleet.

### **9.3.2.13 VEHICLE USAGE COSTS**

Here are costs involved with vehicle usage:

- Vehicle rental rates are set annually and include minimum daily charges and mileage charges. A minimum daily charge will also be assessed for renting a bus if the bus is driven less than 80 miles. An additional charge will be assessed to include fuel use unless arrangements are made to return the vehicle with a full tank. All tolls, parking and other incidental charges are the responsibility of the renting department.
- All parking, moving violations or other traffic tickets and fines are the responsibility of the driver.
- Here is a list of the fines involved with vehicle use:
  - Failure to give 24 hour cancellation notice: \$50.00
  - Early pick up or late return: Minimum daily charge
  - Failure to report an accident: \$500
  - Failure to return the fuel tank full: \$ 50.00

### **9.3.2.14 VEHICLE PICK UP AND DROP OFF**

Here are the procedures for vehicle pick up and drop off:

The keys and mileage forms for a reserved vehicle may be picked up from the Facilities Management Office the day of the scheduled usage between 8 p.m. and 3 p.m. on Monday through Thursday and on Friday for weekend usage. The keys and forms must be picked up between 8 a.m. and 3 p.m. on Monday through Friday. Failure to pick up the keys and forms during these times forfeits your usage of the vehicle until the next business day, at your expense.

Because vehicles are frequently used several times on a given day, the vehicles cannot be picked up before or returned later than the time specified above. Please respect the needs of other vehicle users from the University community by being punctual in the return.

### **9.3.2.15 DISQUALIFICATION OF DRIVERS**

Driving privileges will not be granted to, or will be revoked from, individuals who:

- Have any of the following citations on their motor vehicle record: conviction for reckless driving, leaving the scene of an accident, at fault in a fatal accident, felony committed involving a motor vehicle, conviction for alcohol and/or drug-related driving offense and/or refusal to submit to a blood alcohol test.
- Have been at fault in 2 or more accidents that have been recorded on their motor vehicle record in the past 3 years.
- Have a recorded instance of driving without insurance, driving on a suspended license or having failed to appear in court.
- Falsify information on their written University driving application.
- Failure to comply with any license restrictions (e.g., corrective lenses).

## **9.3.3 TRIP AND ROUTE SAFETY POLICY**

### **9.3.3.1 GENERAL REGULATIONS**

With regard to passenger capacity, no driver shall transport more passengers in a vehicle than the vehicle is designed to carry. All passengers must have a seat belt.

With regard to seatbelt usage, all occupants of University vehicles must use seatbelt restraints as they were designed to be used at all times when the vehicle is in operation. Drivers shall not begin operation of the vehicle until all passengers have complied with the seat belt rule. Passengers must not remove their seat belts during travel. If the driver becomes aware of passengers who refuse to use the provided restraints properly, the driver may refuse that person further passage unless such refusal would endanger their safety. Exceptions for physical or medical reasons can be granted but require a physician's statement.

### 9.3.3.2 FLEET GROUNDING

At all times FM retains the right to ground the entire fleet or such portions of it as are deemed necessary, including rentals, in cases of inclement weather or potential maintenance safety hazards. There will be no late cancellation fee if the vehicle used is canceled due to weather.

### 9.3.3.3 WEATHER CONDITIONS DURING TRIPS

Drivers and departmental sponsors of student trips are responsible for obtaining weather information before and during daily travel to determine if road and weather conditions present hazards along their planned travel route. If University vehicles are already on the road and weather conditions become hazardous, the sponsor must stop, delay or cancel travel planned for that day to ensure the safety of all passengers and drivers.

### 9.3.3.4 DRIVING TIME LIMITS

No trip segment shall exceed 12 hours. After 12 hours, the driver(s) must stop for a minimum 7-hour break.

### 9.3.3.5 INSPECTIONS/INVESTIGATIONS

The guidelines for inspections and investigations are as follows:

- **Pre-Trip Inspections.** Before renting the vehicle, FM personnel must walk around the vehicle to check for tire condition, fluid leaks, and body damage that could interfere with safe operations of the vehicle.
- **Post-Trip Inspections.** When exiting the vehicle at the end of a trip, the driver must report inspect the vehicle by checking for fluid leaks, tire condition and body damage. Unusual noises, awkward operation or other problems should be reported to FM as soon as possible.
- **Accidents and Reporting Policy.** Any event that results in damage to vehicles, damage to property or personal injury must be reported to Campus Police immediately.
- **Accident Investigations.** Campus Police will investigate all accidents. All accidents will be designated as either “preventable” or “non-preventable” by the actions of the vehicle driver.

## **9.4 FACILITIES USE**

### **9.4.1 PURPOSE**

The purpose of this policy is to ensure and establish a standardized process for reserving Alcorn State University facilities.

### **9.4.2 POLICY**

Alcorn State University, a land grant institution, is governed by the policies and bylaws of the Board of Trustees of State Institutions of Higher Learning.

Each facility on Alcorn State University's campus is an educational resource planned and designed for that specific purpose. The facilities are to be used primarily for teaching, research and public service. Facilities are not available for unrestricted use for any other purposes. However, the University recognizes a responsibility to provide the use of facilities to individuals and organizations associated with the University and to those not associated with the University in exceptional situations but consistent with such policies established by the Board of Trustees of State Institutions of Higher Learning.

This policy applies to all facilities under the managing authority of the President of Alcorn State University, both on and off the University's main campus located in Lorman Mississippi. This policy is consistent with the Board of Trustees Policies and Bylaws, Section 912 USE OF REAL PROPERTY AND FACILITIES:

In general, it shall be the policy of the institutions not to make available the real property, building and other facilities of the institutions to outside organizations. The Institutional Executive Officer may approve exceptions to this policy. (BT Minutes, 9/90; 1/98; 2/2007; 11/2007)

### **9.4.3 DEFINITIONS**

The definitions are as follows:

1. The Board – the Board of Trustees of State Institutions of Higher Learning that acts as the ultimate policy-making body relative to the use of University facilities.
2. President – the University's managing authority responsible to the Board for management of University facilities.
3. Facilities – the university buildings, their grounds and annexes subject to the custody and control of the Board.
4. Student – any person who has been accepted for admission or re-admission to the University. The term student also includes any person enrolled or attending any seminar, workshop, short-course, etc., whether full-time or part-time, credit or non-credit, degree or non-degree.

5. Staff – all employees of the University, including faculty, professional and support personnel employed on a full or part-time basis.
6. Registered University Organization – an organization officially registered as a faculty, staff or student group or an administrative or academic unit under the managing authority of the University.
7. University Related Organization – an organization not directly under the managing authority of the University but affiliated with a University component by means of professional, subject or program relationship.
8. Community Organization – non-profit, non-commercial, non-religious, non-political organization having no direct tie to the University but one which provides services and educational activities open to the public.
9. Individual – a person requesting use of a University facility for an activity who is an employee or other affiliate of the University.
10. Coordinator of Event Services – the University official to whom the President has delegated the authority for carrying out facilities use policy and associated procedures.
11. Facility Supervisor – an official whom the President has designated official representative of a facility (or facilities) and has the authority to conduct official business relative to that facility with the concurrence of the Coordinator of Event Services.

#### **9.4.4 PROCEDURES**

##### **9.4.4.1 USE OF FACILITIES BY REGISTERED UNIVERSITY ORGANIZATIONS**

The Facility Supervisor with the concurrence of the Coordinator of Event Services shall permit registered University organizations to use facilities for events for staff and students where it is determined that:

- The proposed use will not interfere with nor detract from the teaching, research and public service mission of the University;
- The University has appropriate facilities available for the proposed use; and
- The organization seeking to use the facility has complied with applicable University procedures.

Registered organizations using University facilities may be required to reimburse the University for incidental costs, if any, which may apply for the use of the facilities. Registered organizations are required to pay rental charges in excess of actual costs for use of facilities where the use is for producing revenue.

##### **9.4.4.2 USE OF FACILITIES BY UNIVERSITY RELATED ORGANIZATIONS**

The Facility Supervisor with the concurrence of the Coordinator of Event Services may permit University related organizations to use University facilities where it is determined that:

- The proposed use will not interfere with or detract from the teaching, research and public services missions of the University;
- The University has appropriate facilities available for the proposed use; and
- The organization seeking to use the facilities has complied with the applicable University procedures.

University related organizations using University facilities are required pay the University for all incidental costs, if any, which may apply to the use of the facilities and are required to pay the University rental charges in buildings where rates apply.

#### **9.4.4.3 USE OF FACILITIES BY COMMUNITY ORGANIZATIONS**

The Facility Supervisor with the concurrence of the Coordinator of Event Services may permit community organizations to use university facilities for public events where it is determined that:

The proposed use will not interfere with or detract from the teaching, research and public service mission of the University or the use of the facilities by University or University-related organizations;

The University has appropriate facilities available for the proposed use; and

The organization seeking to use the facilities has complied with applicable University procedures.

Community organizations using University facilities must reimburse the University for all incidental costs, if any, that may apply to the use of the facilities and are required to pay the University rental charges in buildings where rates apply. See Section 9.4.6 for more information.

#### **9.4.4.4 USE OF FACILITIES BY INDIVIDUALS**

The Facility Supervisor, with the concurrence of the Coordinator of Event Services, may permit individuals to use the Oakland Chapel for funerals, weddings and wedding receptions. In addition, the Ecology Center, the James L. Bolden Student Union Ballroom, and the Gold Room of the Clinton Bristow Dining Facility may be used for wedding receptions where the wedding is held either on or off campus and where it is determined that the proposed use will not interfere nor detract from the teaching, research and public service mission of the University or the use of facilities by University organization and that the University has appropriate facilities available for the proposed use.

Individuals using University facilities are required to pay rental charges and reimbursement for the costs incidental to the use of the facilities.

**9.4.4.5 USE OF FACILITIES BY OUTSIDE ORGANIZATIONS AND INDIVIDUALS**

If the Facility Supervisor with the concurrence of the Coordinator of Event Services believes specific circumstances warrant an exception, outside organizations may be granted the use of the facilities because no other facilities are available to meet their needs locally. The Facilities Use Committee will (a) convene to discuss the merits of the exception; and (b) make a written recommendation through the Vice President for Finance and Administration to the President for appropriate action.

**9.4.5 SCHEDULING AND OPERATIONAL PROCEDURES**

Procedures pertinent to the detailed scheduling and use of University facilities by University and non-University organizations and individuals will be in accordance with specific operational requirements established for each facility by the appropriate Facility Supervisor. The Facilities Use Committee is charged with the responsibility of assuring consistency in charges and procedures among individual facility policies. The charge, schedule and procedures will be kept centrally located in the Event Services Office. Procedures will be consistent with both Board and University policies governing the use of state-owned facilities.

The Vice President for Fiscal Affairs is responsible for the review of this policy.

**9.4.6 RENTAL RATES**

<b>LOCATION</b>	<b>REGISTERED UNIVERSITY ORGANIZATION</b>	<b>UNIVERSITY RELATED ORGANIZATION</b>	<b>COMMUNITY GROUPS AND INDIVIDUAL USE</b>
Bristow Dining Hall <b>Gold Room</b>	\$150 per day Housekeeping fees apply	\$1000 per day Includes housekeeping fees	\$2000 per day Includes housekeeping fees
Bristow Dining Hall <b>Classrooms</b>	\$50 per day Housekeeping fees apply	\$250 per day Includes housekeeping fees	\$550 per day Includes housekeeping fees
J. D. Boyd Library <b>Medgar Evers Auditorium</b>	\$100 per day Housekeeping fees apply	\$350 per day Includes housekeeping fees	\$550 per day Includes housekeeping fees
Belles Lettres Hall <b>Conference Room</b>	\$25 per day Housekeeping fees may apply	\$50 per day Housekeeping fees may apply	\$150 per day Housekeeping fees may apply
Oakland Chapel	\$300 per day Housekeeping fees may	\$1500 per day Housekeeping fees	\$2500 per day Housekeeping fees

	apply	may apply	may apply
Morris/Boykin Hall <b>Auditorium</b>	\$200 per day (waived for SU groups) Housekeeping fees may apply	\$500 per day Includes housekeeping fees	\$750 per day Includes housekeeping fees
Ecology Center <b>Conservatory</b>	\$150 per day Housekeeping fees apply	\$500 per day Includes housekeeping fees	\$750 per day Includes housekeeping fees
Natchez MBA <b>Auditorium</b>	\$150 per day Housekeeping fees apply	\$500 per day Housekeeping fees may apply	\$1000 per day Includes housekeeping fees