

## Steps for VIMS Student Check-in

The student check-in process can be completed almost entirely virtually. We expect you to call or email the individuals listed below **in the order specified** as they have information to share or receive from you.

*Note: You may have already completed some of these steps. If you know that you have completed a step listed below then you do not need to re-contact that individual or re-submit a form.*

### Student Check-in Steps

1. MS & PhD students should contact the Sr. Financial Officer for their section. MA students should contact the MA Program Director. You should receive your office location, phone extension number, and any section-related briefings.
  - a. Coastal and Ocean Processes – Cynthia Harris. [harris@vims.edu](mailto:harris@vims.edu). (804) 684-7268.
  - b. Ecosystem Health – Dawn Fleming. [dawnf@vims.edu](mailto:dawnf@vims.edu). (804) 684-7380.
  - c. Natural Resources – Karen Hargrave. [khargrave@vims.edu](mailto:khargrave@vims.edu). (804) 684-7344.
  - d. MA Program – Molly Mitchell. [molly@vims.edu](mailto:molly@vims.edu). (804) 684-7931.
2. Contact Facilities Management about office keys, ID card access to VIMS buildings, and driver authorization.
  - a. Cindy Hornsby. [cindy@vims.edu](mailto:cindy@vims.edu). (804) 684-7090 – Read “Section II: Vehicle Use” of the VIMS Authorized Driver Info document (see below). Submit a copy of your driver’s license (front & back) and the completed Driver Authorization Form to Cindy (see below). *Complete this step if you think you will be driving a VIMS vehicle or your personally owned vehicle on college business.*
  - b. Mark Rogers. [mrogers@vims.edu](mailto:mrogers@vims.edu). (804) 684-7092 – Submit an online [Key Request Form](#). Mark will provide keys and ID card access once request form is approved. All students can request key access to the Hargis Library, the VIMS Beach, and Clayton House/Annex in addition to their specific office and/or lab locations.
3. Complete VIMS safety training. Contact the Safety Office for details if you have yet to complete a training session.
  - a. Eric Fidler. [emfidler@vims.edu](mailto:emfidler@vims.edu). (804) 684-7322
4. Identify the name and phone number of an emergency personal contact to be kept on record.
  - a. Suzanne Pitsillides. [skpits@vims.edu](mailto:skpits@vims.edu). (804) 684-7036.
5. The remainder of individuals responsible for student check-in participate in new student orientation, providing you with the information you need.

---

**After you have completed the steps above, you will then initiate the DocuSign form by entering your name and email address at this link:**

<https://wmdocusign.wm.edu/url/go/vimsstudentcheckin>

Click “begin signing” to access the form. When you finish your section, the form will be routed automatically to the other individuals responsible for signing your form. When all parties have signed, you will receive a copy of your form, completing the student check-in process.

information.

### **III. Disposal**

#### ***A. Removal or Recall of OFMS Leased Fleet Vehicles from Agency:***

OFMS leased fleet vehicles may be recalled if any of the following occur:

1. The vehicle is not driven and is not exempt from the minimum mileage requirement;
2. Vehicle abuse occurs, which includes but is not limited to, the improper care and maintenance of the vehicle such as excess or the extended filth of vehicle, operating the vehicle without servicing at the specified frequency, and damage to the vehicle caused by willful disregard or improper use.
3. If agency billings are not regularly paid within 45 days of receipt.
4. If the driver of an OFMS leased OFMS leased fleet vehicle is delinquent in the payment of parking tickets, fine or citations on more than two occasions in a six-month period.

#### ***B. Disposal Criteria for OFMS Leased Fleet Vehicles***

OFMS leased fleet vehicles will not be **considered** for disposal until they qualify for at least one of the following criteria:

1. Vehicle has over 85,000 miles.
2. Vehicle is more than 9 years old.
3. Vehicle has damage or needs repair that is greater than 60% of the NADA value.
4. Director has determined that the overall condition of the vehicle has deteriorated to an "un-repairable" state.
5. Agency has determined that vehicle is no longer needed and is in excess of their needs.

These represent minimum criteria only. Actual replacement mileages may vary at the discretion of OFMS.

#### ***C. Disposal Process for OFMS Leased Fleet Vehicles***

Once a vehicle has met the minimum disposal requirements and the OFMS has notified the agency, the following steps should be followed.

1. All seals, decals, and equipment should be removed from the vehicle.
2. The vehicle should be returned to the Office of Fleet Management Services 2400 West Leigh Street, Richmond VA 23220.
3. If the vehicle is not drivable, the driver should contact the VMCC. The VMCC will make arrangements for the vehicle to be transported.

## **Section 2: Safety Program**

### **I. Driver Eligibility**

#### ***A. Driver's License:***

Anyone driving a **state-owned vehicle** must have a valid driver's license. Vehicle drivers must show the license

prior to obtaining any vehicle from OFMS. Agencies must have policies and procedures in place to verify individuals authorized to drive any state-owned vehicle possess a valid driver's license for the vehicle they will be operating.

***B. Monitoring Driver Status:***

A vehicle driver must have a valid driver's license to drive any state-owned vehicle. For temporary assignments or rental vehicle use, an employee must show the transportation officer or supervisor a driver's license before using the vehicle.

All state agencies with long-term vehicle assignments should use the automated voluntary driving record program offered free to public organizations through DMV. This service monitors employee driving records and notifies the employer if the employee receives a DUI or reckless driving conviction or if driving privileges are suspended, revoked or disqualified. This will ensure agencies are aware of serious driving violations for employees that use state-owned vehicles and can help reduce the risk of accidents and liability for the Commonwealth.

***C. Moving Violation Reporting:***

Each employee is required to report any moving violation that occurs in a state-owned vehicle to their supervisor within 3 business days. Failure to do so may result in disciplinary action by their agency and may lose their privilege to operate a state-owned vehicle.

## II. Vehicle Use

***A. General Operation:***

Drivers should practice defensive driving by anticipating and observing the actions of other drivers and controlling the vehicle in a manner so as to avoid accidents. When operating the vehicle be aware that averting your eyes from the road may cause an accident. Use 'best judgment' when changing climate control settings, using the radio, or accessing other settings on the vehicle's dashboard. All state drivers should perform a walk around visual inspection of a state vehicle prior to moving. Smoking, to include vaporizers and electronic cigarettes, and the use of other tobacco products are prohibited in any state-owned vehicle.

***B. Official Use Only:***

Drivers shall use state-owned vehicles for official state business only. Drivers guilty of misuse are subject to disciplinary action by their agency and may lose their privilege to operate state-owned vehicle. Vehicles are to be operated in a manner which avoids even the appearance of impropriety.

***C. Relatives:***

Family members of state employees are prohibited to ride in state-owned vehicles unless the family member's travel is directly related to official state business.

***D. Hourly and Part-Time State Employees and Non-State Employees:***

An agency may permit students, part-time or hourly employees, and volunteers to state service, to operate or ride in state-owned vehicles if on official business for the agency.

Individuals not employed by the state may accompany state employees operating state-owned vehicles when

they have an interest in the purpose of the trip and their presence is directly related to official state business.

Non-state employees may be authorized to operate a state-owned vehicle if they are performing a contracted function for the state and if such contract specifies that the state will provide such vehicle. Non-state employees, when authorized by the agency to operate a state-owned vehicle, are subject to the same rules and regulations as state employees concerning the use and maintenance of the vehicle.

***E. Hitchhikers and Pets:***

Hitchhikers and pets are not allowed to ride in any state-owned vehicle.

***F. Cellular Phones or Handheld Devices***

Cell phones, blackberries, smart-phones, GPS, or other electrical devices must be operated via a hands-free device or while the vehicle is in park. Any other use such as text messaging or emailing is prohibited while the vehicle is in drive and/or in motion. Use of two-way radios and related mission essential equipment for emergency response vehicles will be governed by agency policy.

***G. Eating***

Eating food is prohibited while driving a state-owned vehicle.

***H. Compliance with Motor Vehicle Laws:***

It is the responsibility of each individual driver to observe all motor vehicle laws of Virginia. Drivers must not knowingly operate vehicles that do not comply with legal requirements.

It is the responsibility of each agency and institution to guarantee employees possess a valid driver's license prior to authorizing use of a state-owned vehicle.

All violations and fines, including parking citations, are the responsibility of the assigned driver at the time of such violation. Abuse of motor vehicle laws by a driver may result in the loss of the privilege of a state-owned vehicle.

***I. Alcoholic Beverages and Drugs:***

Under no circumstances may a state employee operate a vehicle while under the influence of intoxicating beverages, drugs or other substances. Conviction of such offenses will result in the loss of the privilege of a state-owned vehicle. No state vehicle may be used to transport alcoholic beverages unless it is operated by an employee of the Alcoholic Beverage Control Board or other law enforcement personnel in the performance of their official duties.

***J. Use of Personal Vehicles:***

When authorized by the agency, employees may use personal automobiles in the discharge of official duties within the continental limits of the United States with reimbursement at the rate prescribed by the Travel Regulation.

Agencies should monitor, on an annual basis, the personal mileage reimbursement paid to each employee. Such information may reflect the need for additional OFMS leased fleet vehicle assignments. Agency Transportation Officers should be consulted for agency-specific policies concerning the use of personal vehicles.

***K. Parking and Storage of OFMS Leased Fleet Vehicles:***

Individuals and agencies are responsible for secure and safe storage and parking of vehicles. OFMS leased fleet vehicles shall not be left on residential streets or highways overnight unless it is necessary due to mechanical failure or emergency or if you have received approval from the State Fleet Administrator. When an OFMS leased fleet vehicle is parked on a municipal street it shall be the responsibility of the driver's agency to ensure payment of all parking fees and any parking fines assessed against the vehicle. The vehicle may be parked in a commercial or municipal parking facility provided the driver or the driver's agency pays parking fees. The assigned driver shall be responsible for towing fees resulting from improper parking.

***L. Toll Charges:***

Toll charges incurred during travel in an OFMS leased fleet vehicle are the responsibility of the driver and/or agency. If OFMS receives a toll invoice, it will be added to the appropriate agency's billing.

***M. Out-of-State Travel:***

Use of state-owned vehicles outside of the Commonwealth of Virginia must be coordinated in advance of the travel with the Agency Transportation Officer. ATO's should take into consideration the mileage and age of the vehicle prior to approving out of state travel. In the event that OFMS has to recover a state-owned vehicle from outside the Commonwealth, the agency assigned the vehicle will be charged for the recovery costs irrespective of fault.

The commercial credit card provided with each OFMS leased fleet vehicle is normally accepted nationwide for the procurement of fuel. Verify credit card acceptance with the commercial establishment prior to authorizing purchasing fuel.

Any vehicle which is routinely domiciled outside of the Commonwealth must be approved by the State Fleet Administrator.

***N. Driving Under Adverse Weather Conditions:***

Drivers who drive a state-owned vehicle during adverse weather conditions are cautioned to take extreme care to ensure the safety of driver and passengers. Repairs for any damage to the vehicles resulting from their operation during adverse weather conditions will be charged to the using agency if it is found damage was caused by the driver's negligence.

***O. Responsibility for Loss or Damage of Personal or Agency-Owned Property:***

OFMS is not responsible or liable for loss or damage to any personal or agency-owned property or belongings transported or left in an OFMS leased fleet vehicle. Waiver of liability includes, but is not limited to water damage of contents caused by misalignment of trunks, doors or faulty weather-stripping resulting in interior exposure to the elements. It is the responsibility of each driver to report defects to the VMCC for correction.

***P. Loss of OFMS leased fleet vehicle Keys:***

OFMS is not responsible for any costs associated with keys being lost, stolen or locked-in an OFMS leased fleet vehicle. Any costs for duplicate keys, locksmith services, or damage to vehicle resulting from forced entry by a state employee shall be the responsibility of the agency assigned the vehicle. If locked out of the vehicle contact the VMCC.

***Q. Seatbelts:***

Seatbelts must be used in accordance with state law.

**III. OFMS Fleet Vehicle Accidents**

***A. Notification of State Police:***

The driver MUST contact the VMCC immediately if involved in an accident/incident. The VMCC will then make arrangements to contact the State Police.

1. Whenever a traffic crash occurs involving a state-owned vehicle, and while the vehicle is at the scene, the VMCC, vehicle operator or a representative of the agency owning or using the vehicle shall immediately report the crash to the Department of State Police, or to the police department of any state college, university or community college. If the crash occurs on state parking facilities, or adjacent highways under the jurisdiction of the Virginia Capitol Police, the crash shall be reported to that agency. All traffic crashes involving licensed state-owned vehicles and crashes involving non-licensed state-owned vehicles where a licensed vehicle is also involved shall be investigated by the Department of State Police, the police department of any state college, university or community college, or by the Virginia Capitol Police, except:

- a. Crashes in which the vehicle have been removed from the scene unless the crash was the result of a hit and run or personal injury was involved. This does not include moving the vehicle from the highway as a safety precaution.
- b. Damage to a vehicle is discovered after the fact, other than damage resulting from a hit and run crash.

***B. Towing:***

The VMCC will make arrangements for towing and for the transportation of the driver and any passengers to a safe location.

***C. Completion of Accident Reports:***

The driver is required to complete an "Automobile Loss Notice" form on any accident/incident regardless of the amount of property damage or personal injury within 10 business days of the accident. The forms may be obtained from your Agency Transportation Officer. The original of the "Automobile Loss Notice" form should be forwarded directly to the VMCC, [vmcc@dgs.virginial.gov](mailto:vmcc@dgs.virginial.gov), VMCC, 2400 W. Leigh Street, Richmond, Virginia 23220 or fax to 804-545-5020. The VMCC will notify DRM. It is also recommended that the driver send a copy electronically to [DRMClaims@trs.virginia.gov](mailto:DRMClaims@trs.virginia.gov).

Drivers are cautioned against accepting responsibility for an accident/incident or discussing it with anyone other than their supervisors, law enforcement officers, or a representative from Treasury/Division of Risk Management.

***D. Uniform Accident Prevention Committee:***

The Uniform Accident Prevention Committee, chaired by a representative of the Virginia State Police, is comprised of representatives from 12 state agencies. This committee reviews, evaluates, and classifies all accidents/incidents involving OFMS leased fleet vehicles.

## Faculty/Staff Driver Authorization Form

Under the College's Vehicle Use Policy, all employees (including faculty) and volunteers are required to complete a driver authorization form prior to driving

- (1) a State vehicle OR
- (2) a personally-owned vehicle on College business or for a College-related activity (each as defined in the Policy) where
  - a. the employee or volunteer will be driving any other employee or volunteer or student; or
  - b. the employee is seeking reimbursement by submitting a Travel Authorization Form.

### Background Information:

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Position and Department: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Van Safety Training Date (Necessary to drive a van only): \_\_\_\_\_

### Driving Information: The following questions ask for information that you are obligated to update.

If there is any change to any of the answers you provide below, you are required to notify your supervisor promptly, and in any event prior to engaging in a covered driving activity (as described above). This means, for example, that if you receive a speeding ticket, or if your inspection sticker expires, you must tell us prior to driving a colleague to a meeting (for example).

- 1) Do you have a valid driver's license? YES NO State \_\_\_ License # \_\_\_\_\_
- 2) Do you have valid automobile liability insurance? YES NO
- 3) To your knowledge, is your personal vehicle in safe condition to drive? \* YES NO
- 4) Does it have a current and valid inspection sticker? \* YES NO

**Questions 5-8 are REQUIRED ONLY if you will drive other employees, volunteers, or students in a personal vehicle on College business or a College-related activity.** If you are completing this form only for reimbursement for your own use of a personal vehicle, you do not need to answer questions 5-8.

- 5) Have you had any moving violation<sup>1</sup> in the past 5 years? YES NO

Indicate the date<sup>2</sup> and briefly describe the nature of each violation (for example, whether it was a speeding ticket, reckless driving, etc.). If, as a result of vehicle-related convictions, you are currently in a special-risk, high-risk, or assigned-risk insurance pool, note that in your answer. Continue on the back of the form as needed.

---

\* Questions 3 and 4 need to be answered only if you will be driving your personal vehicle on College business or for a College-related activity.

<sup>1</sup> Moving violations include speeding, reckless driving, and other traffic offenses other than parking tickets.

<sup>2</sup> Dates can be approximate, particularly for older incidents. For example, January 2009, "fall 2004", and "1990 or 1991" are acceptable.

6) Have you been in an accident as the driver of a vehicle in the past 5 years?      YES      NO

Indicate the date<sup>3</sup> and briefly describe the nature of the accident. If the accident was minor (such as a fender-bender or other low-speed, low-damage incident), no further information is needed. For more significant accidents

- Give information relevant to the cause, such as whether you rear-ended another vehicle, were hit by a drunken driver, ran into an obstacle in the road, lost control while speeding, etc.
- Unless another driver was clearly at fault, indicate if serious injuries resulted.

Continue on the back of the form as needed.

7) Have you been convicted of DUI or DWI or the equivalent<sup>4</sup> in the past 15 years?      YES      NO

Indicate the date<sup>5</sup> and any other information you think relevant. Continue on the back of the form as needed.

8) Has your license been suspended in the past 15 years?      YES      NO

Suspensions for reasons unrelated to driving, driver safety, alcohol, or drugs do not need to be reported. Suspensions for failure to pay court fines or child support are examples of reasons that **do not** need to be reported. Failure to pass a mental or physical exam, or to stop at the scene of an accident, are examples of driving-related reasons that **do** need to be reported. Provide the dates\* of the suspension, the reason for the suspension, and any other information you think relevant. Continue on the back of the form as needed.

**Compliance with Vehicle Use Policy:**

By signing this document, I certify the accuracy of the information I have provided, and that I have read and agree to comply with the Vehicle Use Policy, including the driver conduct regulations.

Signature of Driver \_\_\_\_\_ Date \_\_\_\_\_

**Approval:** I have reviewed the above information and authorize the above individual as a driver.<sup>6</sup>

Approving authority signature \_\_\_\_\_ Date \_\_\_\_\_

<sup>3</sup> See note 2 above.

<sup>4</sup> Different states use different terms for alcohol-related driving offenses, such as “OUI” (operating under the influence”).

<sup>5</sup> See note 2 above.

<sup>6</sup> If “yes” is the answer to any of 5-8, or if there is any other question as to whether authorization should be granted, check the Guidance for Implementation of Vehicle Use Policy.