

## **CHAPTER 16: TRUCK USE (57/08)**

### **16.1 PREAMBLE:**

The ICC Truck represents a substantial investment of capital and labor; it is the duty of all persons using the ICC Truck to protect this investment by careful use. In return for these financial and moral obligations, ICC Truck users can expect to use a clean, well-maintained, and safe vehicle. All ICC members shall share in the opportunity to use the ICC Truck according to these Standing Rules.

### **16.2 TRUCK CUSTODIANSHIP AND ADMINISTRATION:**

The Truck custodianship shall be divided between two persons, the Staff Custodian and the Member Custodian (formerly the Truck Steward). The General Manager shall appoint the Staff Custodian, and the Staff Custodian shall appoint a current member of the ICC as the Member Custodian. The Member Services staff shall train and supervise front desk staff in administrative duties related to the truck.

**16.2.1 MEMBER CUSTODIAN DUTIES:** The Member Custodian shall supervise the use of the Truck on weekends, holidays, and evening hours during the week; see the Supplemental ICC Vehicle Use Rules for specific hours.

**16.2.2 STAFF CUSTODIAN DUTIES:** The Staff Custodian shall supervise the use of the Truck during regular ICC office hours, and shall be responsible for all administrative matters related to the Truck, including but not limited to: legal matters, billing, insurance, licensing, warranties, maintenance, reporting damage to the Development Committee, and supervising the Member Custodian. They will ensure that the Truck has fuel for evening, weekend, and holiday usage and is in safe working order at all times.

**16.2.3 FRONT DESK DUTIES:** The Front Desk is responsible for distribution and collection of computer-programmed Truck ignition keys and for keeping the schedule for use and the authorized drivers list.

### **16.3 FINANCIAL MANAGEMENT OF THE ICC TRUCK**

**16.3.1** All Truck expenses and repairs shall be funded by the Maintenance Fund.

**16.3.2** The rate charged for personal or house Truck usage shall be specified in the Supplemental ICC Vehicle Use Rules.

**16.3.3 REIMBURSEMENTS FOR GAS EXPENSES:** Members may be reimbursed for gas expenses only if they provide a receipt to the Staff Custodian.

### **16.4 USER QUALIFICATIONS AND RESTRICTIONS**

**16.4.1** Any member of the ICC who meets the following criteria may use the ICC Truck on weekends, holidays, and evening hours during the week, and at other times only with the approval of the Staff Custodian. Responsible campus organizations or certain other personal users of the ICC Truck may also use the Truck during those times if they have the written approval of the Staff Custodian.

**16.4.2** Every driver must hold a current driver's license recognized as valid by the State of Michigan and have a driving record with no more than two moving violations in the past three years. Every driver, unless they are an ICC staff member, must also hold a current ICC Truck User Authorization Pass.

**16.4.3** Requirements for obtaining a Truck User Authorization Pass are as follows:

**16.4.3.1** The applicant must read all rules pertaining to the Truck and acknowledge that they understand their obligations and liabilities by initialing the pertinent sections on the application.

**16.4.3.2** The applicant must provide the following information: name, driver license number, date of birth, and number of moving violations in the three-year-period prior to application for the pass.

**16.4.4** Truck User Authorization Passes are issued for Fall/Winter or for Spring/Summer; a Truck user must renew their pass at the start of every new period in order to continue using the Truck. Truck User Authorization Passes are not transferable.

**16.4.5** The ICC Truck may not be driven outside Washtenaw County without express written approval by the Staff Custodian or General Manager.

## **16.5 TRUCK KEYS:**

**16.5.1** The Truck keys shall be held at the Front Desk.

**16.5.2** The person in whose name the Truck is checked out shall be responsible for the keys from the time they are checked out to the time they are returned to the office.

## **16.6 PENALTIES AND RESTRICTIONS:**

**16.6.1 USE WITHOUT TRUCK USER AUTHORIZATION PASS:** Anyone who uses the Truck without a Truck User Authorization Pass may have their Truck use privileges permanently revoked.

**16.6.2 FALSIFIED INFORMATION:** Any member who knowingly falsifies information on a damage report, Truck log, or Truck User Authorization Pass application shall pay a fine specified in the Supplemental ICC Vehicle Use Rules and shall have their Truck use privileges permanently revoked.

**16.6.3 USE WHILE INTOXICATED:** No person shall be permitted to use the ICC Truck while under the influence of alcohol or other drugs. Anyone who does so shall be held financially responsible for personal injury and/or loss to passengers and shall have their Truck use privileges permanently revoked.

### **16.6.4 TICKETS:**

**16.6.4.1 MOVING VIOLATIONS:** If a member holding a Truck User Authorization Pass receives a ticket for a moving violation while driving the ICC Truck or any other vehicle, they must report the ticket within two working days of its occurrence. If a new ticket increases the user's number of moving violations to more than two, the user's ICC Truck User Authorization Pass shall be revoked.

**16.6.4.2 PARKING TICKETS:** The user in whose name the Truck is checked out is responsible for paying all parking tickets incurred while the Truck is under their care.

**16.6.4.3 FAILURE TO PAY:** Failure to pay any ticket will result in a fine specified in the Supplemental ICC Vehicle Use Rules and may result in revocation of Truck use privileges.

**16.6.5 LOSS OF KEYS:** Loss of the ICC Truck keys shall pay a fine specified in the Supplemental ICC Vehicle Use Rules.

**16.6.6 UNAUTHORIZED DUPLICATION OF KEYS:** Any person who duplicates ICC Truck keys without authorization shall pay a fine specified in the Supplemental ICC Vehicle Use Rules and shall have their Truck use privileges permanently revoked.

## **16.7 DAMAGES**

**16.7.1 REPORTING DAMAGE:** The user in whose name the Truck has been checked out is responsible for immediately reporting to the Staff Custodian, Member Custodian, or the Front Desk staff any mechanical problems or damage which occurs while the Truck is in their care.

**16.7.2 REPORTING ACCIDENTS:** The user in whose name the Truck has been checked out is responsible for reporting to the police and to the Staff Custodian or Member Custodian any traffic accident resulting in damage to the ICC Truck or another vehicle.

### **16.7.3 LIABILITY**

**16.7.3.1** For personal use of the ICC Truck, the member is responsible for all damages not covered by insurance. Moving a member's personal belongings into or out of a house shall constitute personal use, even if the Truck is checked out to a house officer.

**16.7.3.2** For house use of the ICC Truck, the house is responsible for all damages not covered by insurance. A house may recover damages from the member to whom the Truck was checked out, provided the Staff Custodian or Member Custodian determines that the user was at fault, negligent, or violated Truck rules.

**16.7.3.2** Any ICC Truck user who causes damage to the ICC Truck in excess of \$250.00, or is involved in any accident or collision involving property damage claims or personal liability claims against the ICC or its insurance company, shall be denied use of the ICC Truck until it is determined if any ICC rules were broken.

## **16.8 DEVELOPMENT COMMITTEE JURISDICTION**

**16.8.1** The Development Committee may approve supplemental restrictions and fines as necessary. Such fines are listed in the Supplemental ICC Vehicle Use Rules.

**16.8.2** All fines and restrictions may be appealed to the Development Committee. Appeals must be in written form and submitted to the Development Committee within two weeks of notification of the fine or restriction. (57-08)