

Frequently Asked Questions for HHP's State Vehicles

Q: While in Tallahassee I was blinded by the garnet and gold and changed lanes, right into another car. The cops are coming. What do I do?

In the event of an accident (regardless of the severity), immediately notify the appropriate law enforcement agency. Here are some things to remember in case of an accident:

- Have the accident investigated by a law enforcement officer.
 - Report any accidents or property damage immediately to Michael Murphy in the Dean's Office. Prompt, complete, and accurate reporting of claims is a MUST. Michael will also report the incident to the University's Insurance Coordinator within the Environmental Health and Safety Office.
 - At the scene of the accident, do not discuss details of the accident with anyone except the appropriate investigating law enforcement officer.
 - Obtain information about the other driver(s) from the law enforcement officer.
 - Get the names, addresses, and telephone numbers of any witnesses to the accident.
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Q: I'm going to ES for an all-day meeting. Can I take the van through the McDonald's drive through for lunch?

In this case, yes. Remember, the use of College of Health & Human Performance vehicles is for official college business purposes only, except where such use is consistent with the completion of official duties. It must be business related in order to take a college vehicle for lunch/to pick up lunch. Don't drive across town to go to your favorite restaurant if there is an acceptable alternative nearby.

Examples not allowed:

- Two or three faculty members going to lunch.
- Department chair taking staff out to lunch.
- Group of staff going together to lunch.

Examples allowed:

- Going to a lunch/meal that is a department or college meeting such as HHP college kickoff breakfast.
- Going to a lunch/meeting where the purpose of meeting is official business.

- Going to lunch on the way to/from a business trip... “...during extended trips where such use is consistent with the completion of the official duties of the operator and/or passengers.”
 - It is acceptable to stop through drive through on the way back from an in-town business related meeting/task – so long as the privilege of using a state vehicle is not being abused (e.g., stopping in for a long lunch, going out of the way to a particular spot for food, etc.).
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Q: My undergrad student needs to go to Walmart to get something for the lab? Can he take the van?

Yes, the use of College of Health & Human Performance vehicles is for official college business purposes. College employees (e.g., faculty, staff, graduate students, OPS workers, volunteers, etc.) are allowed to drive the college vehicles. However, the College Vehicle Usage Requirements form must be completely filled out and verified before an individual is allowed to drive the college vehicle.

Q: I went to Tigert Hall and the service drive was full so I parked on the sidewalk. When I came back the van was GONE! P.S. Can you come get me?

No, I won't come and get you! During your walk back to the Florida Gym, you can think about what you did. Please don't park on the sidewalk or in the grass. When driving our college van on campus, you may park in any of the decal areas (orange, blue, red, green, etc.) You may not park in gated lots or in spaces reserved for specific vehicles.

Q: When I backed out the parking spot, I hit the car in side-street parking. I had no idea the HHP car was so long but it's just a little dent in the Mercedes. I think I'll just drive on to my meeting, OK?

That is not “OK.” Look before you back up! Accidents while backing up are the major cause of accidents involving state of Florida vehicles. In the event of an accident (regardless of the severity), immediately notify the appropriate law enforcement agency. Here are some things to remember in case of an accident:

- Have the accident investigated by a law enforcement officer.
- Report any accidents or property damage immediately to Michael Murphy in the Dean's Office. Prompt, complete, and accurate reporting of claims is a MUST. Michael will also

report the incident to the University's Insurance Coordinator within the Environmental Health and Safety Office.

- At the scene of the accident, do not discuss details of the accident with anyone except the appropriate investigating law enforcement officer.
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 - Get the names, addresses, and telephone numbers of any witnesses to the accident.
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Q: I'm singing stop sign blues, especially with the blue lights flashing behind me. I'm on state business so the College will pay for my ticket, right? And, I did slow down. . . .

No, the vehicle operator is personally responsible for all fines and other disciplinary actions resulting from the violation of laws and regulations due to the operation and parking of the vehicle.

Q: My student didn't tell me his license was recently suspended and since he kept it secret, I'm not responsible for his HHP vehicle use. That's your responsibility, right?

The operator of the vehicle must possess a valid driver's license and must not request the use of college vehicles if the operator's license has expired or been suspended. The college is responsible for periodically validating that vehicle operators have current driver's licenses. This information is recorded on the Vehicle Usage Requirements form that must be completed and signed before driving one of the College's vehicles. If you need to complete this form, email Michael Murphy: mmurphy@hhp.ufl.edu

Q: I reserved the HHP vehicle but my grad student is going to drive it. Does it matter?

Yes, it matters. When requesting the HHP vehicle, you must accurately report the name of the driver in addition to the destination and purpose of the vehicle use. The college is responsible for periodically validating that vehicle operators have current driver's licenses. This information is recorded on the Vehicle Usage Requirements form that must be completed and signed before driving one of the College's cars.

Q: A group is taking a candidate to dinner. Can I pick up all the other university guests at their homes and then the candidate at the hotel? Plus, we won't be back until late. Can I keep the van at my house overnight? Plus, I need to drop off my son at school on the way in. That won't be a problem, will it?

Remember, the use of College of Health & Human Performance vehicles is for official college business purposes only. Yes, you may pick up the candidate at the hotel. No, you may not pick up other university employees at their homes. No, you may not keep the car at your house overnight. No, you may not drop off your son at school while using a College vehicle.

Q: We're going to lunch to celebrate a birthday and we will talk business. Can we have the HHP vehicle?

Remember, the use of College of Health & Human Performance vehicles is for official college business purposes only. The College vehicle may be used to attend an official business meeting at a restaurant, but it's best not to use a College vehicle for a birthday celebration where you'll only talk business for a couple of minutes.

Q: UPD is trying to tell me the HHP vehicle is NOT exempt from campus speed limits. If I hand my phone to the police officer will you tell her I'm on state business and she can't give me a ticket?

No, the vehicle operator is personally responsible for all fines and other disciplinary actions resulting from the violation of laws and regulations due to the operation and parking of the vehicle.

Q: I took a candidate to the Orlando airport and traffic was dreadful. We had to catch the plane so I went through the SunPass lanes because the lines were shorter. The state doesn't charge UF tolls, does it?

Yes, the state does charge UF tolls. While operating the college's vehicle, you are responsible for paying any tolls. If the college receives an Unpaid Toll Document as a result of your failure to pay a toll, you will be personally responsible for paying the charge.

Q: The HHP car has McDonald's wrappers all in it and it smells like stale French fries. Can you clean it out before I drive it anywhere?

If you find the college vehicle to be dirty, please report it to Michael Murphy in the Dean's Office. Remember, the interior of the college vehicles must be left clean and free of trash for the next driver. Violation of this requirement may result in loss of vehicle privileges.

Q: I drove less than 1 mile. Do I have to log it?

Yes, vehicle use or trip logs are required to be maintained for all University vehicles. The vehicle logs should identify the date and time of use (in and out), vehicle trip beginning and ending mileage, name of driver, and purpose of trip.

Q: There's a little red light flashing in the dashboard. What now?

Notify Michael Murphy in the Dean's Office if you notice caution lights on the dashboard. He will schedule the vehicle to be serviced by Physical Plant.

Q: I ran out of gas on I-75. This is so embarrassing! Can you call AAA?

If the vehicle breaks down, notify Michael Murphy in the Dean's Office. The following information is also useful if towing is needed: If you need towing from a campus location during business hours, contact the Motor Pool at (352) 392-1131. Be prepared to provide the vehicle number, tag number, location of vehicle, and department (College of HHP). Vehicles are towed to the Motor Pool. In the unfortunate event you need towing after business hours or from a location off-campus, contact Max's Towing at (352) 377-0525 to have the vehicle taken to the Motor Pool. They are available 24 hours a day. Towing charges are added to the repair costs that HHP will have to pay.