



THE UNIVERSITY OF
**SOUTHERN
MISSISSIPPI**

Vehicle Administrator QUICK REFERENCE

HUMAN RESOURCES

PHONE: 601.266.4050

PHYSICAL PLANT

PHONE: 601.266.4414

**PHYSICAL PLANT
ACCOUNTING**

PHONE: 601.266.4425

**PHYSICAL PLANT
TRANSPORTATION
SERVICES**

PHONE: 601.266.4465

**PROCUREMENT
& CONTRACT SVCS**

PHONE: 601.266.4131

PROPERTY ACCTG

PHONE: 601.266.4439

**UNIVERSITY
POLICE DEPT**

PHONE: 601.266.4986

Vehicle Administrators are responsible for the required record keeping pertaining to each vehicle, maintaining the appropriate appearance of each vehicle and in general, ensuring vehicles are used and maintained in accordance with university policy.

IN GENERAL

- Ensure a copy of the Fleet Management Policies and Procedures manual is available to all authorized drivers.
- Ensure that each vehicle is used and maintained in compliance with university policies.
- Establish and maintain a written maintenance program for all vehicles.
- Maintain the appropriate appearance of all vehicles.
- Make periodic safety checks of all vehicles.
- Maintain a file on each vehicle.

IN THE INDIVIDUAL VEHICLE FILE

- Purchase documentation, Tag Receipt and Bill of Sale
- Asset Number
- Make/Model/Year of Vehicle
- Vehicle License Plate Number
- Vehicle Administrator Assigned
- Purpose For Which Vehicle Is To Be Used
- Location of Vehicle
- Identification of Individual Employee Assigned or Authorized Driver List
- Expense Report
- Vehicle Trip Log
- History of Repairs
- List of Modifications to Vehicle (if applicable)
- Vehicle and Parts Warranty Information

IN THE VEHICLE

- Make sure to obtain a state inspection sticker each year.
- Equip vehicle with appropriate emergency equipment for use in event of mechanical failure, crash or other circumstance that results in a disabled vehicle.
- If a Fuelman card is assigned to vehicle, make sure it is secured inside vehicle.
- Insurance cards should be on hand in each vehicle.
- Information on who to call if an accident occurs should be kept inside each vehicle.