

**WEST VIRGINIA STATE UNIVERSITY
ADMINISTRATIVE PROCEDURE #6**

Title: AGENCY FLEET PROCEDURE

Section 1: General

- 1.1. Scope: The fleet policy outlines the parameters of fleet utilization for administration, faculty and staff of West Virginia State University. This policy may be updated without the full administrative policy approval process as changes to legislative guidelines mandate.
- 1.2. Authority: WV Code §18B-10-6; §5A-12-1 through 14.
- 1.3. Effective Date: November 1, 2024

Section 2: Definitions

- 1.1. Agency Fleet Vehicles – Vehicles owned and/or leased by West Virginia State University available to administration, faculty or staff for completion of University related tasks.
- 1.2. Agency Fleet Coordinator – The individual designated to oversee the West Virginia State University Agency Fleet Vehicles, including acquisition, disposition and other related issues.
- 1.3. Agency Fleet Manager – The individual designated to manage availability and access to the Agency Fleet Vehicles

Section 3. Policy

- 2.1. State owned vehicles may be used if available and with approval of the Agency Fleet Manager or head of the unit to which the vehicle in question is assigned.
- 2.2. The request should be submitted by the traveler with approval from their spending unit to the Agency Fleet Manager to reserve a fleet vehicle. If a fleet managed vehicle is not available, the Agency Fleet Manager will provide instructions to secure a rental vehicle which will be charged to the individuals' spending unit.
- 2.3. Each traveler is required to complete assigned trainings prior to operating a West Virginia State University fleet managed vehicle, which will be provided and/or assigned by the Agency Fleet Coordinator upon approval to utilize an agency managed vehicle from the head of their spending unit.