

VEHICLE SERVICES POLICY

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1. Policy

In order to centralize maintenance and registration requirements for AUB's vehicles, the University has adopted a policy of centralizing these activities under one unit which is referred to henceforth in this document as "Vehicle Services."

The responsibility for implementing this policy and procedures is entrusted to the director of financial planning and auxiliary services. Vehicle Services is considered a section of the Office of Financial Planning and Budget.

2. Procedures

a. Vehicle Services Oversight

- i. Vehicle Services maintains an electronic database of all university vehicles with a license plate that is assigned by the local motor vehicles authorities. This includes all sedans, vans, and trucks for those vehicles in Beirut and in the Bekaa, but excludes tractors, trailers, and smaller vehicles that do not follow the typical requirements for vehicles used for transporting people or goods, e.g., internal electric carts, scooters, etc.. The information on this database is restricted to the departments concerned and is not considered to be information shared among departments or available to the public.
- ii. The executive officer in the Office of Financial Planning and Budget liaises with AUB departments concerning the requirements for vehicles such as annual inspection deadlines, related fees, licensing updates, routine and unplanned maintenance requirements, drivers licensing, and other duties that arise in the course of keeping AUB's vehicles running smoothly. Reporting to the executive officer is a vehicle services assistant.
- iii. Each vehicle is identified by its license plate number and a unique number assigned by the Office of Auxiliary Services. A sticker with this number and relevant vehicle information is placed in each AUB vehicle that Vehicles Services tracks.
- iv. In addition to the vehicle database, Vehicle Services maintains a hard copy of all relevant documents related to each vehicle which includes (but not limited to) items such as copies of:
 - Vehicle license.
 - Annual vehicle inspections and payment of fees.
 - Insurance (as administered by EHSRM).
 - Transport license (if applicable).
 - Maintenance records and programs.
 - Accident reports (if applicable).
 - Other relevant documents.
- v. Departments with vehicles are required to provide any and all relevant vehicle information to Vehicle Services if requested.

b. Vehicle Maintenance and Inspection

- i. Vehicles that are under manufacturer warranty are required to follow the routine maintenance program for each vehicle as specified by that manufacturer for the duration of the warranty period with the relevant local agent. For vehicles that Vehicle Services maintains, new vehicles are maintained with the local agent for the first five years that the car is in use for vehicles for which AUB is the first owner.
- ii. Maintenance and inspections may be carried out by vehicles services staff or by other AUB personnel as mutually agreed between the executive officer and the relevant departments involved.
- iii. For maintenance work that exceeds \$1,000 in value, three offers from different maintenance suppliers must be obtained before proceeding with justification for the chosen offer. This is to be documented and kept on file with the relevant department.
- iv. Vehicle services staff inspect AUB vehicles approximately every three months following a written checklist that is completed, signed, and kept on file with Vehicle Services.

c. Authorized Drivers

- i. Drivers of AUB vehicles must hold a valid driver's license and proper authorization from AUB for the vehicle. Departments are required to inform Vehicle Services with changes to authorized drivers which are monitored on their database. Related powers of attorney for employees to drive AUB vehicles are to be obtained and updated as needed through the Office of the Vice President for Legal Affairs, with relevant copies provided to Vehicle Services.
- ii. Drivers must observe all relevant traffic laws. Smoking is not allowed in university vehicles.

d. Responsibilities

- i. Departments that acquire new vehicles are required to provide all necessary documentation to Vehicle Services at the time of purchase of the new vehicle and to inform other departments for the information that they may require (Campus Materials Management, Protection Office, and the EHSRM which require a copy of the registration card, compulsory insurance, and cost center).
- ii. In the event that a department performs its own vehicle maintenance or any other vehicle-related activity that is covered under the scope of this policy, that department is required to provide copies of all relevant documentation to show the work that was performed.
- iii. Departments are responsible to provide proof of proper vehicle usage to the administration, if requested, which is typically achieved in the form of a log book for each trip for each vehicle. Departments are also required to provide proof of proper maintenance and vehicle upkeep if requested by Vehicle Services or the administration.

- iv. Assigning each vehicle with a unique tag number is the responsibility of the Materials Management Department.
- v. Registering each vehicle on the fixed assets register is the responsibility of the Comptroller's Office. On at least an annual basis, a physical count of these vehicles is performed by the Office of the Comptroller to confirm their existence and appropriate registration in the fixed assets register.
- vi. Any vehicle that is involved in an accident is to be reported to EHSRM and Vehicle Services with a copy of the relevant incident report and insurance declaration form.
- vii. Transfers of vehicles from one department to another, or disposal of vehicles (sale or scrap) require the proper form to be signed and completed with written approval on each form from the vice president for facilities. Copies of these forms are to be sent to Vehicle Services at the time they are completed. EHSRM shall be notified in case of transfer of a vehicle to another department or in case of scrapping a vehicle in order to take appropriate measures with regard to updating information in the cost centers and discontinuing insurance.
- viii. Payments to and formalities required by the National Social Security Fund (NSSF) related to AUB's public ("red") license plates are the responsibility of the Office of the Comptroller which is the chief liaison between AUB and the NSSF.

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