



The Audit Perspective

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University Vehicles and Fleet Management

All University vehicles belong to the University as a whole and are considered one fleet of vehicles. While most vehicles are managed as individual or departmental vehicles, they are still part of the University's fleet and will be treated as such. Having a University vehicle to operate is a privilege, not a right. University policies and Mississippi Institutions of Higher Learning (IHL) policies must be followed. The department head or his/her designee (from each department with a University vehicle) will be the point of contact to work with Procurement Services on enforcement and compliance with the [Motor Vehicle Policy and Fleet Management Guide](#). This Guide should be reviewed in detail. Below we have addressed some of the common topics and questions related to University vehicles and fleet management.

Vehicle Acquisition and Records

- Each vehicle is assigned a 6-digit UM Asset Number used during property inventory audits.
- Each vehicle also receives a 3-digit Unit Number which is used for quick identification and reporting purposes.
- Facilities Management places the Unit Number on the vehicles after a work order notification has been submitted.
- The [Vehicles – Tags/Titles Policy](#) requires the vehicle to be properly marked and the title surrendered to the University Property Office (Procurement Services) before receiving the permanent state-issued tag.
- Paint color, markings, and decals are limited and must meet specific requirements as set forth in the [Vehicle Marking Policy](#).

Fuel

University Service Station:

- All local fuel purchases should be made at the University Service Station, using the approved fuel access key assigned to each vehicle. **No fuel should be purchased from local gasoline dealers in the Oxford area.**
- Employees using vehicles are issued a personal identification number (PIN) that is to be kept separate from the fuel key in the vehicle and should **never** be shared.
- When using the fuel access key, always enter the correct employee PIN and correct vehicle mileage.
- If the fuel access key is lost/stolen, notify Facilities Management for a replacement. The fuel access key can only be used at the University Service Station.

University Fuel Cards:

- Under no circumstances can a University fuel card or the University Service Station be used to place fuel into a personal vehicle. There are no exceptions.
- The current state contract fuel management provider is Fuelman. We recommend departments consider transitioning to Fuelman. Contact Procurement Services for further information.
- Fuelman offers several benefits:
 - UM receives a discounted price per gallon; therefore, it could save your department money.
 - Fuelman allows purchases to be made at numerous locations; therefore, you are not limited to one company (e.g. Shell, Chevron, etc.).
 - Fuelman automatically tracks fuel purchases by vehicle number; therefore, it will be easier for departments to obtain total fuel purchases by vehicle from the monthly statement for the IHL Monthly Vehicle Summary Report. Remember to add fuel purchases from the University Service Station to the Fuelman purchases to arrive at an accurate fuel amount by vehicle.
- Each employee who drives a University vehicle should be issued a unique Fuelman PIN. The PIN should **never** be shared. This allows each fuel purchase to be traced to the employee making the purchase. Fuel card statements are paid through the request for payment process (RFP). Documentation includes a completed/approved RFP form, the fuel card statement, and all pump receipts. The pump receipts must include the vehicle number.

IHL Monthly Vehicle Summary Report

- University departments operating a vehicle are responsible for vehicle policy compliance, including detailed record keeping.
- Detailed records of each vehicle include all fuel, miscellaneous repairs, tires, preventative maintenance including oil changes, and the general appearance of each vehicle.
- **A daily travel log is required** of all trips (in-state and out-of-state) for each vehicle. The log must be maintained in a safe location inside the vehicle. For example:
 - A vehicle used primarily on campus should use the [On-Campus Vehicle Log Excel template](#). A sample [On-Campus Vehicle Log](#) is available for reference. Mileage can be logged for the entire day for on-campus vehicles, versus having to log each time you start and stop the vehicle, with the exception of trips made off-campus.
 - A vehicle used primarily off-campus should use the [Off-Campus Vehicle Log Excel template](#). A sample [Off-Campus Vehicle Log](#) is available for reference.
- Vehicle logs should be retained for a period of 3 years.
- On the 1st of each month, the University Property Officer will request the total in-state and out-of-state mileage as well as total fuel and maintenance costs for all University vehicles. This information is due by the 7th of the month to be included in the IHL Monthly Institutional Vehicle Summary Report.
- The department head is ultimately responsible for University vehicles; however, department heads may appoint a departmental coordinator or liaison responsible for the record keeping.
- Failure to provide accurate and timely vehicle information could result in loss of the vehicle or a “block” on the acquisition of future vehicles.
- For questions, contact the University’s Property Officer, Patti Mooney, at patti@olemiss.edu or extension 7744.

Vehicle Use Policy

University Vehicle Official Use Policy:

University vehicles are authorized for all travel or tasks necessary to conduct official University business. University vehicles should only be driven by authorized drivers and only used for official University business. Some examples of **unauthorized uses are:**

- Sightseeing or pleasure trips unless the trips are part of the official agenda of a business conference
- Transporting family members, dependents, or friends to school, daycare, medical appointments, social events or other personal activities
- Conducting other personal business outside the employee’s scope of employment
- Transporting employee(s) for lunch when there is no outside guest or business purpose for the meal

Personal Use:

Using University or rented vehicles to conduct personal business is strictly prohibited by Mississippi Code § 25-1-79. Drivers are prohibited from taking a University vehicle to their residence unless previously approved by the driver's Vice Chancellor or the Provost. Only in extreme circumstances should this be approved due to the common perception that University property is being used for private purposes.

Ethical Responsibility:

University vehicle operators are charged with an ethical responsibility to conduct themselves in a professional and prudent business manner. An employee should not engage in any activity that would violate the obligation of trust given with the privilege of operating a university vehicle. Inappropriate activities or misuse include but are not limited to:

- Parking any university vehicle at a compromising establishment for nonbusiness activities
- Speeding
- Failure to take proper care of the vehicle (washing, vacuuming, routine maintenance, etc.)
- Using the vehicle for personal use out of the employee's scope of employment

Operating a University Vehicle:

- Drivers must be University employees or authorized individuals, must be at least 18 years old, and must possess a valid driver's license.
- Traffic violations are the responsibility of the driver and should be immediately reported to Procurement Services; fines will **not** be reimbursed to the individual.
- University policy requires **all** passengers in a University vehicle to wear seatbelts at all times, especially on campus.
- Personal vehicles are also included in this section when used in an official capacity. If traveling in a personal vehicle and not in compliance with this section, the driver assumes all risks associated with the trip.
- Drivers operating University vehicles may have their driving record checked annually by the University. The driver is required to immediately notify their supervisor whenever their driver's license is revoked, restricted, or suspended. **At no time can an employee with a suspended license operate a University vehicle.**
- All drivers must read and sign the Vehicle Use Agreement (pg. 21-22 of the [Motor Vehicle Policy and Fleet Management Guide](#)). The signed agreement shall be forwarded to the Office of Procurement Services. This agreement should be read and signed by each driver on a periodic basis (we recommend annually), after the initial signing.

If misuse has occurred, it is the responsibility of the employee to immediately bring the misuse to the attention of the department head and the [Director of Procurement Services](#). The department head shall investigate all alleged misuse complaints received. Alternatively, the misuse can also be reported directly to the [Office of Internal Audit](#) or anonymously through [EthicsPoint](#).

Risk Management

Insurance:

- The University, as authorized by the IHL, carries auto liability coverage only on vehicles that are licensed for street and highway travel.
- Proof of insurance (i.e. current insurance cards) must be kept in every University vehicle. New cards are required every July 1 and are emailed to the campus community at that time. Additionally, an insurance card is placed in each new vehicle when it arrives on campus. Procurement Services can be contacted for an insurance card at any time.

Accidents and Accident Reporting:

- All accidents involving University or rented vehicles should be reported immediately to law enforcement, the department head, Human Resources, and the Director of Procurement Services.
- Procurement Services will complete the Automobile Loss Notice.
- Post-accident drug testing may be required by the University's [Drug and Alcohol Testing Policy](#).
- Always obtain the name, driver's license number, tag number, and insurance carrier from any other drivers involved in an accident. The Motor Vehicle Incident Reporting Instructions for Drivers (pg. 23 of the [Motor Vehicle Policy and Fleet Management Guide](#)) provides more specific information.
- **Do not make statements except to answer questions asked by law enforcement officials.**

Training with Internal Audit

Lead Your Team:

A section on the Code of Ethics and Conduct is presented by Internal Audit during the Lead Your Team training sessions. Lead Your Team is a three-day program designed to develop the skills necessary to supervise professionally and effectively. This is a core course highly recommended for employees with supervisory and people management responsibilities. The next Lead Your Team sessions are offered on February 14th, 21st, and 28th. Sign up on the [HR website!](#)

Account Reconciliation:

The Office of Internal Audit offers training on account reconciliation. A session is currently scheduled for February 7, 2018 from 10:30am- 12:00pm at Insight Park, 1st

Floor Seminar Room (East End). In this class, employees will learn how to perform monthly account reconciliations for revenue and expenditures (including payroll) in order to be compliant with the [Responsibilities of Signatory Officers Policy](#). This class is designed for signatory officers as well as other employees who have been delegated the responsibility for reconciling departmental accounts. To register for upcoming sessions, go to our [website](#).

New and Updated Policies

The University of Mississippi [Policy Directory](#) is a central location for accessing University policies. Since our last newsletter, the following policies have been implemented or updated:

New Policies:

- [Accreditation Status](#) – This policy provides guidelines regarding accreditation reporting. The policy provides to whom and where the University’s accreditation status and status changes are made available. Academic units must provide accreditation reports and correspondence to the Office of the Provost and the Office of Institutional Research, Effectiveness and Planning (IREP).
- [Public Records Policy / Access to Public Records](#) – This policy establishes procedures for requesting public records, accessing records, protecting certain records, ensuring compliance with the Mississippi Public Records Act, and ensuring compliance with applicable privacy and other laws. Any University of Mississippi employee or department receiving a public records request (also called “freedom of information” or “FOIA” request) must immediately (**within 1 business day**) forward a copy of the request to the Office of General Counsel along with all contacts and communications from the requestor. The process is described in more detail in the policy. Exemptions from the Mississippi Public Records Act are also listed.

Updated Policies:

- [Accessibility of Technology Services](#)
- [Credentialing for InCommon](#)
- [Distance Education/Off-Campus Programs](#)
- [Domain Name Registration](#)
- [Information Confidentiality/Security](#)
- [IT Appropriate Use](#)
- [Student Academic Conduct and Discipline](#)
- [Use of Procurement Card](#)

Self-Assessment

Self-assessment is a valuable tool to help identify internal control deficiencies and assist in departmental management and audit preparation. The self-assessment consists of a series of “yes” or “no” questions. “Yes” indicates adequate controls in an area, while “no” indicates control deficiencies. Additional control related information is provided below each question to aid in resolving control deficiencies. Links to relevant policies are also included for each section. The self-assessment can be accessed [here](#). For questions not addressed in the self-assessment, please feel free to contact us at 662-915-7017 or auditing@olemiss.edu.



We hope you find the information in our newsletters useful. If you have any suggestions, questions, or feedback, please contact us at 662-915-7017 or auditing@olemiss.edu. Feel free to share our newsletters with those in your department you feel would benefit. You can also visit our [website](#) for more helpful information.