

NOTICE OF LIABILITY AND PENALTIES FOR MISUSE OF MOTOR VEHICLES

In the case of accidents involving employees of the institution or school operating state vehicles, claims may be made against the institution or school only through the Tennessee Claims Commission. Claims against the state filed with the Claims Commission shall operate as a waiver of any cause of action, based on the same act or omission, which the claimant has against any state officer or employee. The waiver shall be void if the Commission determines that the act or omission was not within the scope of the officer's or employee's office or employment. State employees are absolutely immune from liability for wrongs that occur within the scope of the officer's or employee's office or employment. In the event an employee misuses a state vehicle, he or she will be subject to one or more of the following penalties: written reprimand or warning, suspension without pay, dismissal, or payment for damages to the vehicle.

PLEASE READ BEFORE SIGNING FOR A MOTOR POOL VEHICLE

1. Drivers must be TTU employees. (A student who is employed by TTU and receives a TTU payroll check may drive.)
2. Bring the vehicle back with a full tank of gas. Record the mileage and turn this in with the key and bag.
3. When you return, park the vehicle in the designated parking spaces marked "Water Center Vehicles" next to the Old Maintenance building. If you return during office hours, return the key and bag to the Water Center office. If after hours, take the key and bag with you, then deliver them to the Water Center at 8:00 a.m. on the next working day.
4. Under no circumstances are vehicles to be taken home. If you are keeping a vehicle overnight, park the vehicle at TTU and keep the key and bag on your person.
5. While in the State of Tennessee, you must use either FUELMAN or FLEETONE fuel credit cards. If you fail to use the designated fuel credit cards, a memo must accompany the fuel receipt indicating why you did not use them.
6. When out of state, try to find FUELMAN or FLEETONE stations. If not available, you may use any fuel credit card.
7. There is a FLEETONE site listing, by city, for all the Tennessee locations and FUELMAN and other procedural and/or emergency information in a second blue bag, which stays inside each vehicle.
8. Put the last four digits of the vehicle license number on fuel credit card receipts.
9. In case of emergency, it is your responsibility to get back to campus. The Water Center will not pick up vehicle users.
10. If a vehicle not under warranty breaks down, have the vehicle towed to Doc's Auto.
11. Vehicles should be brought back in a condition satisfactory for the next user.
12. Reservations for two or more weeks in advance and for extended use should be made in writing by the project director.
13. A \$15 per day fee will be imposed if notification of cancellation is not given to the Water Center prior to scheduled departure date and time. The amount of \$15 per day will also be the minimum usage charge per day.
14. Be sure to lock vehicle when you return it to the Water Center.