University vehicles are provided for the use of Plant Operations’ employees who are on official University business, during the course of their regularly assigned shift or work, and in the performance of their duties and responsibilities.

These vehicles may not be used to conduct any business, errands, or other tasks of a personal, non-work related nature at any time. Additionally, University vehicles may not be used during unpaid lunch periods or paid work breaks to travel to or from the work site to purchase or acquire meals or refreshments.

The unauthorized use or misuse of any University vehicle is serious misconduct and will result in the appropriate discipline, up to and including discharge.

**Unnecessary Idling of University Vehicles**

One of Plant Operations’ guiding principles addresses our responsibility to the environment:

“We will respect the physical environment that we share. We will wisely use and preserve the resources at our disposal by reducing waste, recycling, and whenever feasible, using recycled materials.”

As one example of carrying out this principle, all members of the Plant Operations Division are expected to take appropriate measures to reduce pollution and conserve fuel.

Effective immediately, all drivers of Plant Operations vehicles are required to turn off the ignition of their running vehicle if 1) they are going to be away from the vehicle for more than five minutes or 2) they do not know when they will return to the vehicle. Certain vehicles with diesel engines or special setups will be exempt from this policy when temperatures or situations require, and will be marked accordingly.

**Service Vehicle Use of Sidewalks**

Work must occasionally be performed where the vehicle is required as part of the job, in locations where service vehicle parking would not typically be provided.

Use of city and university sidewalks for Service Vehicle parking is allowed, but should be considered as the last option and used ONLY WHEN ACCESSING A SIDEWALK IS REQUIRED TO COMPLETE THE JOB. Special consideration must be given to pedestrian safety, therefore, the following instructions must be observed

- If a portion of the sidewalk is needed, an aisle, no less than 6 feet across, must be maintained on the sidewalk for pedestrian access. Cones should be placed at each end of the vehicle to alert pedestrians.
• If the job task prohibits maintaining 6 feet for pedestrian access, then the entire sidewalk must be closed. This should be accomplished by placing a barricade and sign at the nearest pedestrian crossing, at each end, to direct pedestrians to cross to designated areas. Signs that clearly read, “Sidewalk Closed Cross Here,” must be displayed hanging from the barricades, at both ends. Signage on the end of a truck is not acceptable.

• Driveways which cross sidewalks must remain open at all times.

It is important to understand that the requirements for sidewalk use are essential and must be followed without exception. Additionally, adherence to this procedure provides a clear message to the campus community that Plant Operations is concerned about everyone’s safety.

Parking Tickets

As stated above, work must occasionally be performed where a U-M service vehicle is required as part of the job in locations where service vehicle parking would not typically be provided. Tickets received on personal vehicles are the responsibility of the employee.

Under NO circumstances will a service vehicle be allowed to park: a) in a handicapped designated area, b) in a fire lane, or c) within 15 feet of a fire hydrant. Parking tickets received for these violations are the responsibility of the employee and will not be paid for by Plant Operations.

University SPG 601.21 specifically states, “The University’s Department of Public Safety is responsible for enforcement of parking regulations. Parking regulations are enforced throughout the calendar year, including University recesses, except during official University-designated holidays. Effective hours of enforcement are posted on lot entrance signs. For the Ann Arbor campus, the Regents have delegated the collection of fines and appeals of citations to the City of Ann Arbor Police Violations Bureau. See http://pts.umich.edu/permit_parking/enforcement.php for information on violation notices and citation payments.

If a parking ticket is received for reasons other than stated above (paragraph 2), the parking ticket form (http://www.plantops.umich.edu/plantops/PDF/parkingticketform.pdf) MUST be filled out, including supervisory approval, and promptly submitted to the Controller’s office. Documentation should be submitted to “Parking Tickets”, 2300 Campus Safety Services Building, 1239 Kipke Dr. – 2036 (Attn: D. Nitz).

Units must reconcile their Parking Ticket Report on a monthly basis.

It is important to understand that the prohibitions regarding parking in handicapped designated areas, fire lanes, or within 15 feet of a fire hydrant are essential and must be followed without exception. In addition, adherence to this policy provides a clear message to the campus community that Plant Operations is concerned about everyone’s safety.