Design and Production Student Handbook
Section 4: MOTOR VEHICLES

I. D&P MOTOR VEHICLE RULES:

Use of Design and Production motor vehicles is limited to those students who have a current valid driver's license and are a current state employee. If you are not a state employee through the federal work study program or a student assistantship, you may be granted permission to become a state employee for driving purposes only. The employment contracts are valid for the current school year; therefore, new contracts must be signed each school year. The student must also fill out a DRV-1 form, located in the FORMS folder of the D & P Handbook.

Vehicles are to be used for school business only. USE OF SCHOOL VEHICLES FOR PERSONAL PURPOSES IS A VIOLATION OF NORTH CAROLINA STATE LAW AND IS PUNISHABLE AS SUCH.

Infractions of either departmental or state driving rules will result in the loss of driving privileges. Despite sporting State license plates, STATE VEHICLES ARE NOT EXEMPT FROM CITY AND STATE TRAFFIC LAWS. YOU ARE RESPONSIBLE FOR ANY VIOLATIONS OF THESE LAWS WHEN OPERATING THE SCHOOL'S VEHICLES.

Except under special circumstances, the vehicles are designated for use as follows:

C-98 (Ford F-150 pick-up truck): for local shopping and transporting small loads. Primarily for Scene Shop use.

Other vehicles can be acquired by ECU Transit or rented from an outside vendor.

II. VEHICLE USE PROCEDURES AND RULES:

To use D&P vehicles, you must adhere to the following procedures:

• Reserve the vehicle you need at least 24 hours in advance by creating a card on our Trello page. Inside your Trello Card include: time and date of usage, duration of usage, department using vehicle, and destination of usage.
• When the time comes to use the vehicle, move your Trello Card to the out position. Get the key from your Faculty Mentor.
• When you are done using the vehicle, return the key IMMEDIATELY to Faculty Mentor. After returning your key, go to the Trello site and archive your vehicle card.

• DO NOT PASS THE KEY ALONG TO THE NEXT DRIVER. It is your responsibility to return the key in accordance with the rules stated above. It is the next driver’s responsibility to make the necessary arrangements to obtain the key when he/she needs it.

• If you reserve a vehicle but do not use it within fifteen minutes of your reservation time, it will become available to anyone else who needs to use it.

• Reservation requests must be reasonable. You may not reserve a vehicle for days or weeks at a time. Remember that others need the vehicle and have the same rights to their use as you do. Vehicle reservations are monitored. Plan your transportation needs accordingly.

• All vehicle must be returned to the parking lot behind the scene shop when no longer in use. Please back them into their spaces.

• NEVER RETURN VEHICLES WITH LESS THAN A QUARTER OF A TANK OF GAS. Please take the vehicle to the gas pump behind Facilities Services Steam Plan. There is a key in the glove box to unlock the gas pump. Follow the directions at the gas pump.

• It is likely that the D & P Faculty will suspend the use of the vehicles when the roads are deemed hazardous due to the weather.

• In the event that a vehicle is in need of repair, leave the Technical Director a message on voicemail (328-6925) or email him, so the necessary repairs can be made and the vehicles can be kept running.

• In order to keep the vehicles as clean as possible, eating, smoking, and drinking are prohibited when operating a D&P vehicle.

III. ECU TRANSIT RULES:

To find rules for requisitioning state vehicles, please go to the following link:
http://www.ecu.edu/cs-admin/parkingandtransportation/risk.cfm

If you have any questions, please call Transportation 328-4005 or email: cmp@ecu.edu

IV. NC DOT RULES:

To find rules for state vehicles, please to to the following link:
http://www.ncmotorfleet.com/regmanual.aspx
PLEASE NOTE!

All D&P Students must sign the Declaration List on blackboard by the Friday following Fall Break. No student will receive a grade in THEA 1111-4444 until this document has been signed, signifying that they have read and understand the current year's handbook.