



California State University, Los Angeles
Department of Public Safety

NUMBER: I-20 APPROVED: _____
Gregory D. King, Chief of Police

EFFECTIVE: May 1, 2007

SUPERSEDES: 1/29/2004 Reviewed/Revised: May 1, 2010

SUBJECT: **Eagle Patrol Use of State Vehicles**

I. PURPOSE

This directive is designed to establish written guidelines for the Eagle Patrol Student Assistants who operate a state vehicle while in the course of their duties.

II. POLICY

It is the policy of this department that Eagle Patrol Student Assistants operate state vehicles in a safe manner consistent with all traffic rules and regulations in the course of their duties.

III. DEFINITIONS

Each Eagle Patrol Student Assistant should exercise a certain amount of discretion in the field. As such discretion is recognized, the following words are defined:

- A. "May" is permissive. The Eagle Patrol Student Assistant may use discretion for the appropriate action.
- B. "Will" implies the Eagle Patrol Student Assistant will do the act unless there are strong circumstances indicating a contrary action is appropriate.
- C. "Shall" implies the act is mandatory. The Eagle Patrol Student Assistant shall do the act unless there are extreme circumstances to the contrary.

IV. PROCEDURES

A. Training and Use of State Vehicles on Shift:

- 1. Only Eagle Patrol Student Assistants who have successfully completed the State of California's Defensive Driver Training course may operate a state vehicle. Defensive Driver cards shall be carried at all times while on-duty.
- 2. No one is allowed to change vehicles mid-shift without permission from the Eagle Patrol Supervisor or on-duty Watch Commander.
- 3. No other person(s) other than an authorized escort is allowed to be transported by an Eagle Patrol Student Assistant, also known as an "ADAM" unit, without permission from the Eagle Patrol Supervisor or on-duty Watch Commander.
- 4. No Parking vehicle shall be used without the expressed permission of Parking Services Management.

B. Vehicle Inspections:

1. The Eagle Patrol Student Assistant will inspect the vehicle he/she is assigned to at the beginning of their shift.
2. The Eagle Patrol Student Assistant will note any new damage on the Vehicle Check Out Slip and promptly report it to the Eagle Patrol supervisor and the Watch Commander. At the end of the shift a re-inspection of the vehicle is to be conducted by the Eagle Patrol Student Assistant. Any additional problems with the vehicle shall be noted and the Vehicle Check Out Slip turned into the Eagle Patrol supervisor's mailbox (APPENDIX A).
3. The Eagle Patrol Student Assistant will make sure that the vehicle has all of the necessary equipment inside. The following equipment will be in the state vehicle used by the Eagle Patrol field services:
 - a. Caution Barrier Tape
 - b. Scotch Tape
 - c. Fire Extinguisher
 - d. 15 or 30-Minute Flares (at least 7)
 - e. Parking Rules & Regulations
 - f. State Gas Card
 - g. Mileage Book
4. All problems with the vehicle will be reported to the Eagle Patrol supervisor and the dispatcher, so that appropriate action can be taken. Any warning lights or other defects that pose a hazard to the driver will be reported immediately.
5. The Eagle Patrol Student Assistant shall never operate a vehicle that he or she feels is not safe to operate.

C. Mileage Books:

1. All Eagle Patrol Student Assistants who drive a state vehicle must properly fill out the "monthly travel book," also referred to as the "mileage log." The mileage logbook is located inside the vehicle's glove box.
 - a. At the front of each logbook there are instructions on how to properly fill this book out.
 - b. Fill out all sections: the date, starting mileage, ending mileage, trip miles, location from, time of departure, location to, time of arrival, and your name.

D. State Gas Card:

1. Eagle Patrol Student Assistants will make sure that the state vehicle used by the Eagle Patrol maintains at least one-half tank of gas. If the vehicle falls below half a tank then the vehicle shall be refueled as soon as possible.
2. The State of California gas cards shall be used when refueling or washing the parking vehicles. Every vehicle has an assigned gas card. The Eagle Patrol Student Assistant must make sure that the appropriate gas card is being used.
3. The gas card is located inside the vehicle glove box. It will only be used to purchase fuel or wash for the vehicle. No food or other purchases shall be made with the state gas card.
4. When purchasing gas, use 87-octane regular unleaded gasoline only.
5. After refueling or washing the vehicle, the receipt must be attached to the vehicle check out slip and then placed in the Eagle Patrol supervisor's mailbox at the end of your shift.
6. A PIN number is required with every transaction. **PIN number is available through the Eagle Patrol Supervisor.** Any problems with the state gas cards must be reported immediately, so that the card can be replaced. Please be sure to note the problem with the state gas card on the vehicle check out slip.

E. General Maintenance:

1. The Eagle Patrol Student Assistant shall be responsible for keeping their assigned vehicle clean. All trash and vehicle disclaimers used during their shift must be removed from the interior, toolbox, and bed of the truck prior to the end of their shift.
2. If the vehicle is dirty on the outside, then the vehicle will be washed as soon as possible. Only the regular car wash will be purchased.
3. Vehicle #J-8 will be inspected daily by the Eagle Patrol Supervisor and monthly by the technical parking supervisor this is to ensure that the vehicle is properly equipped.

E. Accidents in State Vehicles

1. All accidents that occur while operating a state vehicle shall be reported immediately to the on-duty Watch Commander, police dispatcher, and Eagle Patrol supervisor.
2. Accidents occurring *on campus* shall be reported.
 - a. The police dispatcher must be notified of the location, the status and nature of any injuries, and other party's involved. The employee shall

always notify the dispatcher regardless of whether any injuries or damage occur to either vehicle.

- b. The Eagle Patrol Student Assistant must make sure that the Watch Commander is present to ascertain if a report is necessary.
 - c. If a report is taken, then the Eagle Patrol Student Assistant must also complete State of California Standard Form 270 "Report of Vehicle Accident" form.
3. Accidents occurring off campus shall be reported to the California Highway Patrol (CHP).
- a. When reporting the accident, the CHP shall be advised that the vehicle you are operating is a state vehicle and that you are required to have a report completed for your department.
 - b. Notify the CSULA Police Dispatcher and on-duty Watch Commander. The Eagle Patrol Supervisor shall be notified as soon as practical.
 - c. To assist in the process and to make sure that all relevant information is collected, the Eagle Patrol Student Assistant involved in an off-campus traffic collision shall complete State of California Standard Form 269 "Accident Identification" card. The card should be located in the glove compartment of all state vehicles.
 - d. Upon returning to the station, the Eagle Patrol Student Assistant involved in the accident should complete Standard Form 270 and submit it to their supervisor for the supervisor's review and signature. Standard form 274 must also be completed.
4. Under no circumstances is an Eagle Patrol Student Assistant ever to leave the scene of an accident without being cleared by either the Watch Commander or the CHP officer or Eagle Patrol supervisor. Failure to report any traffic accident can result in disciplinary action and/or termination.

F. Escorting Emergency Vehicles:

1. While in the course of your duties you may be dispatched to escort the fire department and/or ambulances to a location on campus.
2. During such escort you **shall** adhere to all traffic rules and regulations.
3. When escorting an emergency vehicle:
 - a. Activate amber rotating lights
 - b. Turn on headlamps
 - c. Proceed with caution

G. Escorting of citizens:

Department personnel shall ensure that all occupants of the vehicle are using the safety belt/shoulder harness before moving a motor vehicle.

H. Obeying Traffic Laws:

Eagle Patrol Student Assistants using a State Vehicle are expected to obey all the traffic laws while driving. This includes, but is not limited to the wearing of seatbelts, stopping at stop signs, and not exceeding the posted speed limit.

V. APPENDICES:

Vehicle Check Out Slip.

Front

Vehicle Check Out Slip

Date _____

Parking Officer _____

Vehicle # _____

Beat # _____

Supplies: Yes No

Fire Extinguisher () ()

"Out of Order" signs & Tape () ()

Flares () ()

Battery Cables () ()

Caution Tape () ()

State Gas Card () ()

Lock Out Set # _____ () ()
(15 pieces)

Remarks :

Sergeant Signature _____

* Specify in the Remarks New or Old T/C Damage.

** Attach gas receipts to vehicle check out slip.

Standard Equipment Operational:

P.A. System YES NO
() ()

Scanner () ()
Directional Arrow () ()

Light Bar () ()

Battery Cable Box () ()

Unit Radio () ()

Alley Lights () ()

*Time Stamp and turn into mailbox #49

General Vehicle Condition
poor fair good excellent

Fuel Level at Beginning of Shift
empty 1/4 1/2 3/4 full

Fuel Level at End of Shift
empty 1/4 1/2 3/4 full

* Vehicles must be refueled if less than 1/2 full at end of shift.

Were there any vehicle unlock slips or gas receipts left inside the vehicle? YES NO
() ()

Was the inside of the vehicle left clean? () ()

Drivers Signature _____

Back

CIRCLE DAMAGED AREAS:

