

**DRIVER
SAFETY &
VEHICLE
MANAGEMENT
PROGRAM**

University of Alabama

Effective: January 1, 2009

Program Description

The University of Alabama maintains a fleet of vehicles for the purpose of conducting University business and providing services to the campus community. It is essential University vehicles be operated as safely and economically as possible. All operators of these vehicles must meet University requirements, adhere to traffic laws and follow the procedures/guidelines contained in this program.

For the purposes of this Program, a University vehicle includes all vehicles licensed for road use that are owned or leased by the University.

Driver Requirements

Without exception, any person operating a University vehicle must meet the following requirements:

- 1) **Minimum Age** – No less than 21 years of age.
- 2) **Driving Experience** – No less than 3 years.
- 3) **License Requirement** - A valid driver's license, issued in the United States. The license must be appropriate for the type of vehicle the driver is seeking authorization to operate.
- 4) **Motor Vehicle Record (MVR) Review** – Any driver seeking to operate a University owned, leased or rented vehicle must submit his or her driver license information and sign an authorization to allow the University's insurance company to access the driver's MVR. Refer to the MVR Section of the program for details on the review process.
- 5) **Training Requirements** – Prior to operating a University vehicle, every authorized driver is required to participate in an on-line driver safety/education training program to promote safe driving and encourage defense driving techniques. This program takes about 15 minutes and is accessed on-line at:

<http://www.uafacilities.ua.edu/driver-training/index.htm>

Other required training includes drivers of passenger vans and approved drivers under age 25. This training is required on a one-time basis prior to operating a University vehicle as follows:

- **Passenger Vans** – Drivers operating a passenger van rated for a capacity of 9 or more persons (including driver) must complete the training program designed to address the unique hazards of passenger vans and some of the common driver errors that lead to accidents. This training program is offered on-line and Risk Management will provide instructions on how to access the program. Please contact Ms. Dora Hobson in Risk Management via e-mail (dhobson@fa.ua.edu) or phone (205-348-4535) for instructions.
 - **Drivers Under Age 25** – Every driver under age 25 is required to participate in the ***Alive at 25*** driver safety awareness program. This program was developed by the National Safety Council to promote responsible driving behavior and to target the common mistakes made by younger drivers. ***Alive at 25*** is a 3-4 hour course held in a classroom setting. The program will be offered at least once a week and the times and day of week will vary to accommodate work and class schedules. To determine the ***Alive at 25*** training schedule or to register for an upcoming class, please contact Ms. Margaret Smith in Risk Management via e-mail (msmith@fa.ua.edu) or phone (205-348-4534).
- 6) **Physical Limitation or Restrictions** – Any person requested to operate a University vehicle must have the physical ability to do so without endangering themselves, their passengers, other motorists, pedestrians or any other person or property. Any restrictions (i.e., corrective lenses, not operating after dark, special controls, etc) indicated on the license of an approved driver must be followed, without exception. Human Resources will provide assistance for matters involving employees and The Office of Disability Services will assist any students (not employed by the University) where a reasonable accommodation might be needed to assure the safe operation of a University vehicle.

Driver Responsibilities

- 1) **Compliance with Traffic Laws** – Drivers must comply with all traffic laws, traffic warning signs, speed limits, road markings, traffic control devices, railroad crossing signals, parking regulations, warning signals, pedestrian crossings, school bus stop requirements, etc.
- 2) **Attention on Driving** - A driver must not engage in any activity that would distract from the safe operation of the vehicle. This includes controlling the actions and activities of passengers to prevent distractions and to have the necessary focus on the safe operation of a vehicle. The driver should avoid eating, reading, use of a cell phone/text messaging device, or adjusting audio equipment.
- 3) **Cell Phone Use** - Cellular telephones should not be used while the vehicle is in motion unless it is absolutely necessary. The driver should rely on a passenger to make calls or pull off the road to a safe location to make a call. If cellular telephone use is necessary, the use of a hands-free device is encouraged.
- 4) **Audio Equipment** - Wearing audio equipment headsets/ear plugs while operating a vehicle is not allowed. The volume level of audio equipment must be kept at a level that allows the driver to hear traffic warning devices and oncoming emergency vehicles.
- 5) **Alcohol Use** – Alcoholic beverages may not be consumed by the driver or passengers while in a University vehicle. This restriction includes limiting the consumption of alcoholic beverages prior to operating a University vehicle for a period of time that any consumed alcohol would not impair the driver's ability to safely operate a vehicle.
- 6) **Directional Signals** – The driver must use mechanical and/or hand signals at appropriate times to inform others of his or her intentions to turn, stop or to take other action where the use of a signal is either a suggested practice, courtesy to other drivers or required by traffic laws.
- 7) **University Parking Regulations** – University vehicles are subject to the same rules as any other vehicle when parking on campus. Vehicles must be parked in a legal parking space appropriate for the vehicle.
- 8) **Emergency Parking** - Traffic cones, signs and/or emergency flashing lights should be used if the vehicle is parked in a travel or emergency lane to perform a special duty or if the vehicle becomes disabled. Cones and/or signs must be placed at a sufficient distance from the vehicle to warn oncoming traffic and to provide a smooth traffic flow around, and beyond the vehicle.
- 9) **Vehicle Parking** - To protect University vehicles, park in an area where the vehicle will be safe while unattended – typically a parking lot with ample lighting and/or where the vehicle can be observed. Follow the routine steps when parking to include engaging the parking brake, placing the transmission in “Park” or in lowest gear if a manual transmission, “curbing” the wheels of the vehicle when parked on an incline, turning the ignition switch off, removing the key (**do not hide keys in the vehicle**), removing all personal items prone to theft, closing the windows, and locking all doors.
- 10) **Backing a Vehicle** – To avoid an accident while backing a vehicle, walk around the vehicle and confirm that backing will not endanger pedestrians, other vehicles, other objects, or the vehicle being moved. Use both interior and exterior mirrors, checking both sides as backing occurs. Whenever possible while backing a trailer, one person should be on each side to confirm the area is clear and to provide direction when backing – The driver must have clear sight of the people offering backing direction/assistance and they must never be in a blind spot or area where the view is obstructed.
- 11) **Secure Cargo and Personal Items** - Ensure the safe transport of materials and goods by securely fastening all loads, regardless of weight or height, to prevent rolling, pitching, shifting or falling. No one is allowed to physically “steady” the load while the vehicle is in motion. Tailgates are to be secured in an upright position before the vehicle or trailer is moving except when the load exceeds the length of the bed of the vehicle. Affix a red flag to the end of any load that extends beyond the end of the vehicle or if a load extends beyond the width of the vehicle. Extended or wide loads should never be transported during periods of darkness or limited visibility. Loads of loose materials such as sand, gravel, or trash should always be covered by a tarp or transported in an enclosed truck bed. If a vehicle is equipped with a load barrier to protect the driver and passengers from unsecured cargo, make certain the barrier is sound and kept in place when protection is needed.

- 12) **Driver/Passenger/Occupant Safety** - All occupants must be seated and secured with seat belts either designed and installed by the vehicle manufacturer or intended for aftermarket installation by a qualified mechanic. Any aftermarket seat installations must include a seatbelt that affords a similar level of protection as original vehicle equipment. Never allow a passenger to ride in the bed or cargo area of the vehicle, sit on the tailgate or sides of a truck bed, or allow passengers to extend their arms or legs beyond the vehicle while it is moving. Passengers may not ride in a trailer while it is being towed.
- 13) **Non-Smoking** – Smoking is not allowed in University vehicles.
- 14) **Weather Conditions** – The driver must evaluate weather conditions and determine if it is safe to travel or if precautions are necessary such as reducing speed, increasing following distance, using headlights in limited visibility situations, etc. If necessary, a driver should cancel a trip, temporarily suspend travel or delay departure times to avoid dangerous weather conditions.
- 15) **Travel Time & Distance** – The driver should be rested and alert at all times when operating a University vehicle. Fatigue behind the wheel of an automobile is extremely dangerous and each driver must consider when rest breaks are needed or when driving responsibilities should be turned over to another approved and rested driver. The length of time behind the wheel before fatigue becomes an issue will vary by driver and may depend upon weather conditions, traffic, road conditions and the amount of rest prior to driving. At a minimum, a driver should consider taking a 15-20 minute break every 3-4 hours and avoid driving more than 10 hours without a rest period with at least 7-8 hours of uninterrupted sleep.
- 16) **Vehicle Inspection** - Before operating the vehicle, the driver must confirm the critical equipment and operating features (i.e., engine, transmission, steering, defroster, brakes, tires, mirrors, lights, signals, wipers, horn, etc.) are functioning properly. If a vehicle displays a warning light or alarm, the vehicle should be taken out of service immediately until the problem can be identified and repaired or it can be determine if the vehicle is safe to drive to a location where repairs can be made. Any feature that renders a vehicle unsafe to operate shall be reported to Fleet Services and/or the Garage Services for corrective action and the vehicle may not be used until repairs are completed. If a driver is uncertain how to check critical equipment, Garage Services is available for pre-trip inspections of University vehicles and there is no charge for this service.
- 17) **Vehicle Load** – The vehicle shall not be loaded beyond the rated capacity (weight and/or number of passengers) and every passenger shall have a place where a seatbelt is available.
- 18) **Serious Driving Violations & Convictions** – If an approved driver is cited for a serious traffic violation (i.e. driving under the influence, driving while intoxicated, hit-and-run, evading police, assault with an motor vehicle, reckless driving, vehicular homicide, etc.) the matter must be immediately reported to his or her supervisor/manager. If convicted, the authorization to drive a University vehicle may be withdrawn and the employee may be subject to job reassignment and/or disciplinary action including possible termination. The failure to self-report any serious violation will be treated in the same manner as any other violation of University rules or policies. The driver is responsible for providing an immediate update on the outcome of the adjudication process.
- 19) **Accident Reporting** – Any driver involved in an accident must report the matter to his or her supervisor and Risk Management immediately. Refer to the **Accident Procedures** section for instructions on what action should be taken if involved in an accident. The accident must also be reported to Fleet Service if the vehicle is a lease or short-term rental provided by Fleet Services.

Department/Business Unit Responsibilities

- 1) **Program Compliance** - Ensure that every driver meets the Program requirements and is authorized by Risk Management to operate a University vehicle. The only exception is the limited use (3-4 times per year) of a vehicle assigned to a department for intra-campus purposes. Intra-campus is defined as south of Jack Warner Parkway, west of McFarland Blvd., east of Campus Drive/12th Ave. and north of 14th Street. If this exception is considered, it is the responsibility of the department to confirm the driver has a valid license and the driver is informed of the limitation to only operate within the intra-campus area.

- 2) **Policy Awareness** – Provide every authorized driver with a copy of this Program to understand his or her obligation to operate a vehicle in a safe manner, comply with traffic laws and practice defensive driving.
- 3) **Vehicle Maintenance** – Every vehicle must receive periodic maintenance and service as recommended by the manufacturer or prescribed by Garage Services. In most cases, preventive maintenance is required every 90 days (60 days if UAPD) or 3,000 miles, whichever comes first.
- 4) **MVR Review/Driver Approval** – Submit a completed authorization form for every driver that will operate a University vehicle signed by a Dean, Director, Department Head, or Manager to Risk Management. This authorization will allow the University's insurance company to perform a review of the prospective driver's history of traffic violations and accidents to determine insurability. An unapproved driver may not operate a University vehicle other than limited intra-campus use as explained above - refer to Program Compliance.
- 5) **Monitor Training** – Every driver is subject to certain training requirements and the Department/Business Unit shall confirm completion of the following training programs:
 - ✓ All Drivers - Successfully completed the Driver Safety Awareness Course offered on-line on the Risk Management website.
 - ✓ Drivers Ages 21-24 – Enroll and complete the *Alive at 25* class offered by Risk Management.
 - ✓ Van Drivers – Complete the on-line driver safety awareness program arranged by Risk Management for passenger vans with a capacity for 9 or more persons including the driver.
 - ✓ Vehicle Specific Training – Some specialty vehicles (e.g., bucket trucks, garbage trucks, etc.) may require training for inexperienced drivers and/or drivers not familiar with the specific equipment on a particular vehicle. Risk Management will arrange training for each situation.
- 6) **Weather Conditions** - Ensure the safe operation of vehicles during adverse weather conditions including but not limited to monitoring weather forecast, confirming the driver is aware of how to react in potentially hazardous conditions and to support the expense of trip delays when weather conditions result in a need to delay or discontinue travel.
- 7) **Vehicle Safety Checks** - Confirm that a driver has reasonable knowledge to perform periodic safety checks. Garage Services is available for inspections if a driver is unfamiliar with the necessary elements of a routine safety check.
- 8) **Serious Driving Violations & Convictions** – If an approved driver is cited for a serious traffic violation (i.e. driving under the influence, driving while intoxicated, hit-and-run, evading police, assault with an motor vehicle, reckless driving, vehicular homicide, etc.) the matter shall be reported to his or her supervisor/manager immediately. If convicted, the authorization to drive a University vehicle may be withdrawn and the employee may be subject to job reassignment and/or disciplinary action including possible termination. Consult with Human Resources for guidance on how to respond to the situation. If a supervisor or manager becomes aware of a situation where an employee fails to self-report a serious violation and/or conviction, this is also a matter that should be discussed with Human Resources. Please remember, a violation does not indicate guilt and the employee shall be given the opportunity to have his or her case adjudicated before any final action is taken. However, depending on the circumstances, an employee's driving privileges may be suspended until the matter is fully resolved.
- 9) **Disciplinary Action** – any driver, who fails to comply with the Driver Safety and Vehicle Management Program, has or an at-fault accident is subject to disciplinary action in the same manner as violating or not complying with other University programs.

Motor Vehicle Record (MVR) Review & Approval

- 1) **Authorization** - Every driver seeking approval to operate a University vehicle must sign a release to authorize the University's insurance company to review his/her MVR to determine the driver's insurability. This requirement applies to every employee, student, volunteer, spouse or family member seeking to operate a University vehicle, except employees of UAPD, which are subject to a departmental screening process and limited use (3-4 times per year) of a department controlled vehicle for intra-campus purposes as explained in the Department/Business Unit Responsibilities section of this program.

- 2) **Approval Frequency & Response Timing** - The MVR authorization allows the University's insurance company to periodically check the driver's MVR, which in most cases will be annually. Under normal circumstances, it takes 5-7 business days to receive a response once the authorization is received by Risk Management. The MVR authorization may be faxed to Risk Management (205-348-3312) or sent via Campus Mail to Risk Management (Box 870119 – 134 Rose Administration Building).
- 3) **Review Criteria** – The University's automobile liability insurance company is responsible for the decision to accept or reject a request for driver approval. The insurance company's decision is based on insurability, which is determined by a review of the driver's MVR. The MVR provides a history of the driver's accidents and traffic convictions for the past three years. While the specific review criteria is determined by the insurance company, a driver with a serious traffic conviction is certain to be rejected. A serious traffic conviction may include, but is not limited to driving under the influence, driving while intoxicated, hit-and-run, evading police, assault with a motor vehicle, reckless driving and vehicular homicide.
- 4) **Prospective Employees** - If the job duties of a prospective employee include operating a University vehicle, the hiring department or Human Resources must complete an MVR authorization form and have the completed form signed by the applicant. If a prospective employee has an out-of-state driver license, the processing time may be greater than normal and it may be necessary to obtain a state-specific MVR authorization. Risk Management will inform the hiring department or Human Resources of any special state-specific requirements.
- 5) **MVR Review Process** - A driver whose MVR is determined to be "unacceptable" by the insurance company may request to have the MVR reviewed by the insurance company. The driver should obtain all necessary information and submit to Risk Management. The necessary information may include but is not limited to accident reports, court records and records from the agency(s) that maintain records of traffic convictions and accidents. Risk Management will request the review from the insurance carrier and advise the department of the review results. The review process typically takes 5-7 business days once received by Risk Management.

Use of a Personal Automobile

This program does not apply to faculty, staff, or students that operate a personal vehicle on behalf of the University where reimbursement for mileage will be paid in accordance with University's travel expense reimbursement policy. However, anyone operating a personal vehicle on behalf of the University is obligated to consider the elements of this program covering safe driving practices and adherence with traffic laws.

Vehicle Restrictions

The following uses of University vehicles are strictly forbidden:

- 1) Unauthorized personal use.
- 2) Transporting family, friends or other passengers who are not on University business unless approved to accompany a University approved driver while traveling.
- 3) Transporting students for purposes other than University business or events and activities sponsored, supported and/or endorsed by the University.
- 4) Transporting items/materials that are not related to University business other than personal items such as clothing and other travel necessities.
- 5) Transporting animals except for personal assistance animals.
- 6) Transporting any hazardous material including, but not limited to, chemicals, biological, and radioactive materials, unless approved by Environmental Health and Safety.
- 7) Radar detectors or jammers are not allowed in University vehicles.
- 8) Smoking and consumption of alcoholic beverages in a University vehicle are prohibited.

Accident Procedures

- 1) Call “911” if anyone is injured and requires immediate medical attention.
- 2) If there is no emergency medical treatment required, contact the appropriate law enforcement agency.
- 3) Do not admit fault or guilt to anyone.
- 4) Never offer to pay for any damage, medical bills, towing, rental cars, taxi service or any other charges incurred by another party resulting from the accident.
- 5) Exchange contact information with the other driver(s) involved and obtain contact (name, address, phone number) information of every witness.
- 6) If the vehicle is towed from the accident scene, determine where the vehicle will be taken and what may be necessary to retrieve the vehicle.
- 7) Ask the investigating law enforcement officer to provide the accident report number and how/where a copy can be obtained.
- 8) Contact Risk Management (205-348-4535 or 205-348-4534) and report the accident within 24 hours. The accident must also be reported to the driver’s direct supervisor or manager. If the vehicle is provided by Fleet Services as a short-term rental or lease, the accident must also be reported to Fleet Services (205-348-4800).

Insurance Coverage

The University insurance program applies to any vehicle owned, leased or rented by the University. The University’s insurance policy covers claims made by a third party for bodily injury or property damage against the University arising out of the operation of a University vehicle.

The University’s insurance policy does not provide primary coverage for an individual who is operating his/her own vehicle on University business. The individual’s personal auto policy must provide primary coverage and the University will not accept responsibility for injury or damage, regardless of fault. The University’s insurance program does not cover the loss, theft or damage to personal property.

The University’s insurance program also applies to short-term rental vehicles and the optional coverage should be declined or waived by the renter in accordance with the University’s current travel policy. The renter should always ask the rental car representative to include The University of Alabama on the rental agreement as confirmation the rental is related to University business. Any deductibles will be the responsibility of the renter’s department.

Contact Risk Management (205-348-4535 or 205-348-4534) if an insurance I.D. card is needed.

12 & 15 Passenger Vans

- 1) No 15-passenger vans may be purchased, leased or rented as of the effective date of this program.
- 2) All 12 passenger vans purchased, leased or rented shall be equipped with stability control (e.g. AdvanceTrac, Roll Stability Control-RSC, Stabili-Trak, and Electronic Stability Program-ESP) and anti-lock brakes.
- 3) Currently owned or leased 15-passenger vans may be used for transporting passengers until 1/1/09. After this date, the vans may only be used to haul cargo unless the van is operated within a 25 mile radius of campus. If operating as a passenger van within the 25 mile radius after this date, the limit on the number of occupants shall not exceed 10, including the driver.
- 5) In addition to the other rules and guidelines contained in this program, the following guidelines should be considered:
 - ✓ Any travel of more than three hours or 200 miles prompts the need for at least two qualified drivers to allow for rest periods after 2-3 hours behind the wheel.
 - ✓ Operating a van between 11:00 p.m. and 5:00 a.m. is discouraged.

- ✓ The van shall be loaded with passengers seated in the most forward positions to keep weight behind the rear axle at a minimum.
- ✓ All passengers must wear seat belts at all times while traveling.
- 6) No cargo may be secured and transported on the van roof.
- 7) Unless authorized by Risk Management, towing trailers is prohibited.

Fleet Services – Vehicle Rental

For a reasonable charge, vehicles are available from Fleet Services and are limited to **OFFICIAL UNIVERSITY BUSINESS**. Personal use of these vehicles is strictly prohibited.

- 1) **Requirements** – An *Application for Use of a State Owned Automobile* form must be completed, signed by dean/department head and presented in the Fleet Services office at the time of pick up. The form can be accessed via the Fleet Services website:

http://financialaffairs.ua.edu/aux_svcs/transportation/fleet/pages/vehicle_rental.html

Payment is only accepted through an established account number in UA Banner financial system.

- 2) **Vehicle Assignment and Key Pick-up - Monday - Friday 7:30 AM - 5:00 PM.** Fleet Services is not open on Saturday or Sunday. If a reserved vehicle is to be picked up during the weekend or before 7:30 a.m. on Monday, keys should be obtained from Fleet Services no later than 5:00 p.m. on Friday. Fleet Services typically follows the University's holiday schedule and the user should inquire on the hours of operation and key availability during these times. **A valid Action Card is required for gate entry at Fleet Services during non-business hours.**
- 3) **Reservations** - Reservations can be made by phone 348-4800, fax 348-4810 or email (fleet@bama.ua.edu). Reservations should be made as soon as possible to insure availability. Your patience is appreciated during the multi-step reservation process. If you need to make multiple reservations, please fax or email this information to assist in accurate reservation information. The following information is required to reserve a rental vehicle:
 - I. Departure and return date and time
 - II. Destination
 - III. Type vehicle – passenger sedan, 7 passenger mini-van, 12 passenger van, or cargo van
 - IV. Driver's name – Please include the name of every driver if the vehicle will be shared. Remember, all drivers must meet the qualifications outlined above (refer to *Driver Requirement(s)*) and have approval from Risk Management based on review of the driver's MVR by the University's insurance company.
 - V. Banner information to be charged - COA, Fund, Org, Program
 - VI. Contact person's name, box number and phone

A reservation number will be issued and confirmation can be emailed immediately if requested and an email address is supplied. Please reference the reservation number when inquiring about any travel. If a vehicle is not available during the time frame you requested, you have the option of choosing to be placed on standby, and a reservation number will be issued at that time. This allows you to "hold" a vehicle that may become available due to cancellation. If a vehicle does become available, you will be contacted by a Fleet Services staff member to confirm that the vehicle is still needed.

- 4) **Cancellations** - The account number supplied during the reservation process will be charged a day's rental if cancellation notification is not received by phone, voice mail, fax or email at least 24 hours prior to the scheduled pick up.
- 5) **Roadside Assistance** – Vehicles provided by Fleet Services include a roadside assistance program. The program includes towing, jump starts, tire changes, lockouts, fuel/water delivery and simple roadside repairs. The roadside assistance program is available by calling 1-888-WEX-TOWS (939-

8697) or 1-866-329-3471 (select option #4). The WEX roadside assistance account number is included in a card on the key fob and the Driver ID is the reservation number.

- 6) **Fuel** – vehicles leased from Fleet Services that require refueling while outside the Tuscaloosa area are to have the cost of fuel charged to the Wright Express card that is in a vinyl pouch on the key fob. The Wright Express fuel card includes instructions. Any vehicle leased from Fleet Services or permanently assigned to a department in need of refueling in the Tuscaloosa area should be taken to Fleet Services where fuel is available. A valid Action Card is required for refueling.

Garage Services – Vehicle Inspection, Service & Repairs

The Garage Services is the sole source for vehicle maintenance and repair service for all University owned or leased vehicles located in the Tuscaloosa area.

If a vehicle is permanently assigned to a department any routine maintenance or repairs can be arranged directly with Garage Services by the department. If the vehicle is provided by Fleet Services, the routine maintenance and repairs will be arranged by Fleet Services.

In situations where a University vehicle is located outside (50 miles or more) the Tuscaloosa area, the assigned driver may want to contact Garage Services (205-348-4809) for direction to a facility where routine maintenance or repairs can be made.

The Garage Services provides routine preventative maintenance to every vehicle every 90 days (60 days for UAPD vehicles) or 3,000 miles, whichever come first. During the preventative maintenance service the Garage will change the oil/oil filter and inspect the vehicle to include:

- Fluid Check – Brake, Power Steering, Transmission, Wiper Fluid, etc.
- Tire Check – Wear, Balance, Rotation, Air Pressure
- General Inspection – Lights, Horn, Air Filter, Brakes Wear/Operation, Battery, Reset Maintenance Warning Lights, etc.

Other repairs and preventive maintenance will be performed depending on either the recommendations of the vehicle manufacturer or as determined by the routine inspections performed by Garage Services. In some cases, the scheduled maintenance will be adjusted based on the use, condition and/or age of the vehicle.

Garage Services will also arrange body work and arrange to secure bids for the work as required by University policy or Alabama law.

Garage Services is open Monday-Friday from 6 a.m. to 4 p.m. and appointments are suggested by calling (205) 348-4809.

Contacts

Risk Management
134 Rose Administration Building
Box 870119
(205) 348-4534 or (205) 348-4535
(205) 348-3312 – Fax

Fleet Services
1227 14th Street
Box 870386
(205) 348-4800
(205) 348-4810 - Fax

Garage Services
1227 14th Street (Rear Building)
Box 870237
(205) 348-4809
(205) 348-4811 - Fax