



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

The University of Tennessee understands that, in the course of our daily work activity, some travel is required. However, in these unprecedented times, we must strongly encourage you to take precaution to protect yourself and the passengers in a vehicle - especially, when it is necessary to transport more than one occupant per vehicle. Based on those expectations, the following guidelines are being provided:

- Verify that all passengers are fit for work using the “Self Screening” website.
- All passengers are to wear face masks while in the vehicle. Masks are provided by your department.
- If there are only two passengers, one should ride in the backseat of the vehicle.
- If there are more than two passengers, each passengers must create as much space between themselves as possible. Never sit with shoulder-to-shoulder contact with another passenger.
- Avoid using the recirculated air option for the car’s ventilation during passenger transport; use the car’s vents to bring in fresh outside air and/or lower the vehicle windows
- Only University authorized personnel are permitted to be in the vehicle.

Maximum number of occupants:

Sedans – no more than TWO occupants and only when necessary

Mini Vans – no more than FOUR occupants and only when necessary

12 Pass Vans – no more than SIX occupants and only when necessary

Work Trucks – no more than TWO occupants and only when necessary

Utility / Golf carts – ONE occupant only

Upon returning *Fleet Management rental vehicles*, please ensure you complete the following:

- Fuel the vehicle
- Remove all trash and personal belongings from the vehicle
- Wipe down the keys with sanitizing wipes before returning to the key box.