



The University of Tennessee at Chattanooga 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 precautions to protect yourself and any passengers in a vehicle with you - especially when it is necessary to transport more than one occupant per vehicle. These guidelines are subject to change due to the fluidity of the current situation. Current Transportation Services guidelines for department owned "Cost" and department "Assigned" vehicles as of August 2020:

- Ensure that all vehicle occupants have verified that they are fit for work/class using the University "Self-Check Health Reporting" procedures.
- If there are multiple passengers, all occupants should wear face masks while in the vehicle
- All occupants must create as much space between each other as possible, and never sit with shoulder to shoulder contact.
- Do not use the recirculated air option for the car's ventilation
- Only University authorized personnel are permitted to be in the vehicle.

Suggested maximum number of occupants:

Sedans – no more than TWO occupants and only when necessary
SUV's – 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 per row of seating

Transportation Services highly recommends that departments disinfect vehicles between drivers or when additional passengers will be in the vehicle.

Guidelines for Daily Rental Vehicles are in development.

Questions or comments: Motorpool@utc.edu or 423-425-5298;
Safety@utc.edu or 423-425-5741