

Effective: May 1, 2007

**Administrative Policy
USE OF UNIVERSITY-OWNED VEHICLES**

Approved: May 1, 2007
President's Executive Cabinet
Revised: March 10, 2009
President's Cabinet

Overview of Policy

To establish University policy and procedures for the use of University-owned vehicles, including authorized drivers, appropriate use of vehicles, driving rules, and scheduling of vehicles.

Objectives

To provide a uniform policy statement regarding the use of University-owned vehicles.

To provide for the legal operation of University-owned vehicles.

To comply with insurance and liability requirements.

Definitions

In order to insulate the University from unnecessary liability, and to ensure that Commonwealth vehicles are operated for University-related purposes by designated individuals acting within the scope of their employment, University vehicles should only be operated by authorized drivers defined as the following:

Individuals who possess a valid state driver's license; and

Individuals who are University employees; and

Individuals who are operating the vehicles pursuant to their employment responsibilities.

Appropriate Use of Vehicles

Student employees, faculty and staff may operate University-owned vehicles only while in pursuit of University business. The private use of University-owned vehicles is prohibited.

An employee is only authorized to drive a University-owned vehicle if he/she is operating the vehicle pursuant to his/her employment responsibilities. If operation of the motor

vehicle is not incidental to the worker's employment responsibilities, the driver would be deemed an unauthorized user of a University vehicle and the University may have no choice but to utilize the services of a commercial carrier. The legal implication of an unauthorized driver is that he/she is acting outside the scope of his/her employment and thus, cannot be indemnified and provided with legal representation should an accident occur. Such drivers would be required to make restitution of any damages suffered by injured parties from their own personal finances and/or personal vehicular insurance. Vehicles are not to be used for trips more than 600 miles round trip.

Vehicles are to be picked up prior to the function and returned immediately after the function. They are not intended for personal use and should not be scheduled for pick up/drop off as a matter of convenience.

Assignments may not exceed 30 consecutive calendar days. Any exceptions must be approved in advance by the Director of Maintenance Operations.

The operator is responsible for the vehicle until it is returned to the vehicle storage compound at Palmer Building; including but not limited to the removal of personal items, trash, and refuse. Failure to comply may result in loss of privileges.

Private vehicles will not be parked in the vehicle storage compound at Palmer Building.

The operator is responsible for entering the mileage and destination data on the front of the form upon departure and return.

Accident forms are located in the glove box and must be completed by the operator as soon as possible. Key tags contain information on reporting an accident, a repair, or a disabled vehicle. All accidents involving a University vehicle are to be reported to the local police immediately, and upon return to campus reported to the University Police.

All drivers are responsible for any violations of the motor vehicle code while driving a University vehicle.

Guidelines

All weekend reservations must have the keys and paperwork picked up before 4:30 p.m. on Friday from the Facilities Management office.

When the keys and paperwork are completed, the department may leave the vehicle in the Palmer parking lot until needed.

Vehicles may not be picked up between 4:30 p.m. Friday to 6:30 a.m. Monday.