



Policy 03:041 – Use of University Vehicles

The University maintains a limited number of vehicles for official use while on authorized University business by University faculty, staff, and students. University vehicles are to be used only for officially authorized purposes. Drivers of University vehicles must have a valid driver's license and, if required for insurance purposes, may be asked to provide additional information to the University or its insurance carrier. Drivers should expect that a Motor Vehicle Report will be obtained, at least annually, to confirm acceptability as a driver traveling on behalf of the University.

Employees should obey all traffic laws and exercise safety precautions when traveling on University business regardless of the mode of transportation or ownership of the vehicle in which the travel is conducted. Detailed information pertaining to insurance coverages and the University's Driver-Safety Program is maintained by the Director of Human Resources and Risk Management.

In limited cases, certain University personnel may be assigned a specific University vehicle to drive home and back to campus. These assignments are reserved for personnel who are expected to return to campus after hours or on weekends and holidays to attend to emergency situations. Because these individuals are expected to drive a specifically assigned vehicle to and from work, it is understood that minimal, incidental, and reasonable personal stops along the way and during the course of the work day may be necessary and are permissible. The practice of using any University vehicle for preplanned and exclusively personal purposes is prohibited; special efforts should be made to avoid even the appearance of impropriety in connection with any use of a University vehicle. In no case should a University vehicle be driven to, or parked at, a location that brings discredit to the University.

Scheduling Motor Pool Vehicles

Departments will be billed monthly based upon the type vehicle used and the number of miles driven. The types of available vehicles may vary and the rate per mile may be adjusted as necessary. Detailed procedures to request, use and return a University vehicle are maintained by the Office of the Director of Physical Plant.

University Credit Cards University gasoline credit cards will be used to purchase gasoline and oil for University vehicles only. In circumstances where it is impossible to purchase gas on University gasoline credit cards, payment for the gas may be made by faculty or staff members and reimbursed upon completion of an approved travel reimbursement form. A receipt is required for reimbursement. The vehicle number must be shown on all credit card and cash purchases.

Emergency repairs to maintain a University vehicle in safe operating condition or to prevent damage to the vehicle may also be reimbursed when appropriately documented and approved.

Approved 6/1979

Updated 11/4/2020