

## **Vehicle Use Policy**

University-owned vehicles are to be used EXCLUSIVELY for University business and in the best interests of the State.

**Authorized** uses when in the course of University business include: (1) travel between places of University business, places of temporary lodging, places to obtain meals, and/or other locations necessary to perform official duties; (2) travel to and from places to obtain emergency medical assistance or supplies; (3) transportation of other University employees who are on official business; consultants or contractors working on behalf of the State; commercial firm representatives working with the State; residents of State facilities or institutions; and others as authorized in writing by an agency head; (4) transport of materials, equipment, supplies, tools, parcels, luggage, or other items necessary or required to perform official duties; (5) operation of a University vehicle by a contractor when required to meet the needs of a University contract and when authorized in writing by an agency head; (6) operation of a University vehicle when on a travel-related assignment (including, but not limited to, pick-up and return of a vehicle and necessary commuting); (7) commuting in an individually assigned vehicle when one of the conditions set forth in JCAR Administrative Code Section 5040.340 is met and the assignment has been authorized in writing by an agency head; (8) any other use for University business and in the best interests of the State, and authorized in writing by an agency head.

**Unauthorized** use of a University-owned vehicle includes, but is not limited to: (1) transportation for shopping, meals, entertainment, recreation or vacation purposes unrelated to the performance of University business; (2) transport of any person for any purpose unrelated to official University business; (3) operation of a vehicle beyond the vehicle's rated capability; (4) transport of materials, equipment, supplies, tools, parcels, luggage, or other items unrelated to the performance of University business; (5) transport of hazardous or dangerous materials such as acids, explosives, weapons, ammunition, or highly flammable materials unless authorized in writing by an agency head or in an emergency; (6) transport of items or equipment that may constitute an obstruction of safe driving or hazard to pedestrians or other vehicles; and (7) any use in violation of applicable statute, rule, or executive order.

Any employee using a University vehicle in a manner contrary to this Policy shall be personally responsible for and assume the risk of: (1) personal injury to the employee and to third parties; and (2) damage to the property of the employee, the State, and third parties.

University departments/fiscal officers are responsible for establishing written policies and procedures, including daily vehicle use logs (see attached) to ensure all vehicle usage is in accordance with this Policy. Vehicle odometer readings are to be reported to Travel Service each month on the University Vehicle Monthly Mileage Report sheets sent to the departmental fiscal officer responsible for each vehicle assigned.

Violations of this Policy may result in disciplinary action up to and including discharge.