

UNIVERSITY VEHICLE USE POLICY

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| Applicability | All persons operating University vehicles |
| Last Revised | 04/16/2007 |
| Policy Owner | Benner (bbenner) |
| Governing Body | ORC Compliance Supp §7.5 |

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| Number | TE-MP-001 |
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INTRODUCTION:

Members of the Bowling Green State University (BGSU) community engage in many activities requiring University-provided transportation. The University is committed to protecting both the vehicles and especially the people involved in these activities. Because of the hazards such transportation activities may involve, the following policy has been adopted by the University. This policy is applicable to anyone driving a University vehicle that is insured under the University vehicle insurance policy.

University vehicles include all fleet vehicles owned or leased by the University, as well as any vehicles purchased, leased, or rented by the University and assigned to individual employees or departments for their use.

POLICY:**1. Allowable Use of University Vehicles**

- Generally, University vehicles are to be used by employees of the University for official business of the University only.
- Only properly authorized drivers may drive.
- Drivers must be 18 years of age or older.
- Use of a University fleet vehicle, or assigned vehicle, while off-duty or on-call is allowable in certain situations provided there is sound business justification and the use has been authorized in advance by the appropriate divisional vice president.
- University-owned or leased vehicles provided to individual employees in the course of their employment may be used for limited personal use. However, monthly driving logs documenting personal miles must be maintained and provided annually (by November 30) to the Business Office for inclusion as a taxable benefit on the employee's W-2 reporting.

2. Misuse of University Vehicles

- Driving a University vehicle without proper authorization (see below).
- Permitting unauthorized persons to drive.
- Driving under a suspended license.
- Engaging in unsafe practices while driving, including failure to wear a safety belt, using a cell phone or personal digital assistant (PDA), eating, driving under the influence of alcohol or illegal drugs, or any practice which is a distraction.
- Falsification of mileage statements, maintenance records, accident report forms or other forms relative to use of the vehicle.
- Personal use or conveying passengers other than persons directly involved with the university except with the approval of the applicable divisional vice president, or as authorized above.
- Failure to comply with any law, regulation, or policy regarding the use of University vehicles, including the requirement to complete a University approved defensive driver training course when necessary.

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- Known transport of hazardous materials.
- Possession of a firearm in a motor vehicle, except by University police.
- Smoking within the vehicle.

3. Authorization

- Only drivers with a valid driver's license may operate a university vehicle.
- University-provided vehicles are not to be used for personal use except as authorized and described above.
- All drivers must be cleared annually by completing the [Motor Vehicle Record Statement Form](#) required by Risk Management.
- Because of the special risks they pose, drivers of large passenger vans (vans with eight seats or greater) must meet the requirements set forth in the [University's Van Driver Safety Policy](#).
- Commercial drivers must have a current valid Commercial Driver's License (CDL) and complete all necessary educational requirements for those who drive commercial vehicles in Ohio as well as meeting any federal guidelines regarding education and eligibility standards.
- Visitors from other countries must possess an IDP – International Driving Permit in addition to holding a valid license from their country. They must also personally attest to their driving history if written verification is unobtainable.
- Any fines for tickets issued to the driver including parking tickets are the responsibility of the driver.

4. Information regarding Rental, Procurement, Fuel, Licensing, and Sale

- [Vehicle Rentals](#)
- Vehicle Purchases
- [Fuel Purchases](#)
- [Issuance of State License Plates](#)
- [Sale of University Vehicles](#)

5. Information regarding Insurance

- Damage Deductibles
- Renting in Foreign Countries
- [Accident Procedures](#)
- Insurance Identification Cards
- Canadian Non-Resident Auto Insurance Identification Cards

6. Violations

- Misuse of University vehicles and violations of this policy will be subject to University disciplinary actions and penalties as contained in the Ohio Revised Code for the misuse of state owned or leased vehicles.

7. Requests for Exceptions

- Requests for exceptions to any part of this policy must be made in writing to the Vice President of Finance and Administration.

UNIVERSITY VEHICLE USE POLICY**Roles & Responsibilities**

| Who | What |
|---|---|
| Departments (ultimately, the Department Head or Chair) | <ul style="list-style-type: none"> • Educate employees and monitor compliance with the University Vehicle Use policy • Keep current on any changes to the policy • Ascertain that the person to whom the vehicle is assigned meets the driving requirements stipulated by the University • Ensure vehicles are serviced every 3,000 miles or six months, whichever occurs first (typically a lube, oil, and filter change). • Provide a current odometer reading and total operating costs for the past fiscal year for each vehicle to Materials Handling by June 30th of each year. • Ensure a comprehensive inspection is completed annually to detect other needed or potential future repairs (see Materials Handling web page) • Monitor vehicle mileage and service dates • Maintain documentation of all repairs, services and inspections • Assure that key issuance and the return of keys is handled in accordance with University established policies. • Ensure that employees who are required to maintain a CDL as part of their job responsibilities have a copy of the Federal Motor Carriers Safety Administration controlled Substances and Alcohol Use and Testing Policy. Classified Staff Handbook / Administrative Staff Handbook • Ensure that all employees whose job responsibilities require them to drive are aware of the Driver Insurability Policy. Classified Staff Handbook / Administrative Staff Handbook • Control and regulate allowable use of university vehicles • Notify Human Resources (the Provost Office for faculty) in the event of vehicle misuse to determine what disciplinary action will be taken. |
| All University Employees | <ul style="list-style-type: none"> • Report any suspected misuse or mismanagement of University vehicles by following the guidelines established by Internal Auditing for reporting fraud, waste, or abuse of University resources • Annually provide driving logs to the Business Office so calculation can be made of taxable benefit to be added to the employee's W-2. |
| Materials Handling Department | <ul style="list-style-type: none"> • Maintain preferred pricing agreements with local vendors for automotive repair and maintenance services |

ADDITIONAL INFORMATION:

Once printed, this policy may be outdated. The official policy can be found at www.bgsu.edu/downloads/finance/file64552.pdf .

Additional statements related to vehicle use may be found in other policies issued by the Business Office, Purchasing, Human Resources, Risk Management, Environmental Health & Safety, and Materials Handling and these documents, unless superseded by this policy, remain fully valid and enforceable.

In order to maintain a safe University owned vehicle fleet and have a convenient cost-effective motor vehicle maintenance program, the University has obtained preferred pricing agreements with several local vendors for common automotive repair and maintenance services. University owned vehicles should be repaired or serviced at one of these [vendors](#).