

**Policy 4303
Use of State Vehicles**

**Date of Current Revision: May 2016
Primary Responsible Officer: Director of Facilities Management**

1. PURPOSE

The university maintains a fleet of vehicles needed to conduct the business of the university. This policy establishes parameters and procedures for university-owned vehicles and vehicles leased or rented by the university to be used by employees and student groups in conducting the business of the university.

2. AUTHORITY

The Board of Visitors has been authorized by the Commonwealth of Virginia to govern James Madison University. See Code of Virginia section 23-164.6; 23-9.2:3. The board has delegated the authority to manage the university to the president.

3. DEFINITIONS

Charter Bus:

A motor coach or bus chartered by the university and driven by an appropriately licensed chauffeur, available for the use of employees of the university and student groups for travel specifically related to university business.

Controlled Substance:

Any substance as defined in the Drug Control Act 54.1-3400 of the Code of Virginia, as amended, and whose manufacture, distribution, dispensation, use, or possession is controlled by law.

Motor Pool:

A fleet of university-owned motorized vehicles available for the use of student groups and employees of the university for travel specifically related to university business.

Motor Pool Vehicle:

A sedan, van or SUV that is a part of the Motor Pool fleet and is available for the use of university employees and student groups for travel specifically related to university business.

Rental Vehicle:

A motorized vehicle rented by the university for use by university employees or student groups for travel specifically related to university business when a suitable Motor Pool Vehicle is not available.

Risk Management Safety Committee:

A committee chaired by the Risk Management Safety & Training Coordinator that assesses accidents involving university vehicles, and advises supervisors and other university officials about appropriate sanctions for drivers of university vehicles who are involved in accidents.

Student Group:

An officially recognized student organization in good standing, approved by the Office of Student Activities and Involvement, or other officially recognized student group (i.e., a university team, club or class), recognized by the university through a dean's or director's office as authorized to use vehicles under this policy.

Transportation Department:

The office at the university responsible for the management of vehicle rentals, vehicle and equipment repair and maintenance, travel requests, and purchase of new vehicles for the university.

University Assigned Vehicle:

A motorized vehicle (car, van or SUV) owned by the university and assigned on an ongoing basis to a specific department of the university for travel specifically related to the department's or office's official business. University assigned vehicles are not available for use by student groups, and are generally only available to university employees in the department to which they are assigned.

University Bus:

A motor coach or bus owned by the university and driven by an appropriately licensed university-employed chauffeur, available for use by university employees and student groups for travel specifically related to university business.

University Employee:

A faculty member, staff member, or student employed by the university.

University Service Vehicle:

A motorized maintenance and/or service truck or other service vehicle owned, leased or rented by the university and used primarily for maintenance and operation of the university. University service vehicles are not available for use by student groups (other than student employees), and are generally only available to university employees in the departments of the university to which they are assigned.

University Vehicle:

A vehicle covered by this policy, including a university bus or charter bus, a university assigned vehicle or university service vehicle, a motor pool vehicle or rental vehicle.

Vehicle Request Form (VRF):

The university's on-line vehicle request site, found on the Transportation Department's Home Page at <http://www.jmu.edu/facmgt/services/transportation/index.shtml>.

4. APPLICABILITY

This policy applies to all university employees, contractors, students, students groups, and non-university passengers. It applies to the operation, use of, and travel in all University Vehicles.

5. POLICY

University vehicles may only be used to conduct the business of the university. Access to university vehicles is a privilege, not a right, and the university may withdraw the privilege from any employee, contractor, student or student group.

5.1 Personal Use Prohibited

No University Vehicle may be used for personal travel or personal business of any operator or passenger. Personal use of a university vehicle is misconduct, and will be sanctioned.

5.2 Authorized Drivers

Only authorized university employees and authorized members of student groups who provide proof of valid operator's permits may operate university motor pool vehicles, except as provided in section 5.5 below. Only university employees who are specifically assigned driving responsibilities and who

hold appropriate licenses may operate university service vehicles. Only appropriately licensed chauffeurs employed by the university may operate university buses and charter buses. Drivers must be a minimum of 19 years old and have possessed a driver's license for a minimum of 2 years. An individual whose license is suspended or revoked is not authorized to drive any university vehicle under this policy.

5.3 Non-university Passengers

University vehicles are not to be used to transport individuals who are not employees or students as a convenience or favor to those individuals, or in situations where the driver has no legitimate business reason to transport the individual. Transportation of such individuals is not a valid use of the university resources, and has the potential to create liability on the part of the institution. However, the business of the university at times requires transporting individuals other than university employees and students in university vehicles, and this is a legitimate use of a university vehicle. Examples include but are not limited to candidates for employment who are invited to visit campus, donors being escorted to official university events, participants in university sponsored and sanctioned camps on campus, families visiting campus during the Choices events, and other non-university individuals whose transportation in a university vehicle is determined to be in furtherance of university business. When the transportation of such individuals is a part of the assigned duties of an employee or student authorized to drive the vehicle, no prior written permission to transport such individuals is required.

JMU students, JMU volunteers, and employees and students of other Virginia state agencies and institutions may be transported in University Vehicles only when their travel is directly related to official state business.

When a university vehicle is being used to transport university employees and/or students, and the vehicle has seats which are not being used, other individuals who are not a part of the university community, including family members of students and/or employees, may be transported in the university vehicles, but only when their travel is determined in advance by the appropriate dean or director to be:

1. of benefit to the university, and
2. related to official university business.

The dean or director must document this determination by a signed form approving the individual's transportation. A copy of the form is available on the Transportation Department's website: <http://www.jmu.edu/facmgt/services/transportation/index.shtml>. Each individual transported under this section must sign an assumption of risk document before the travel, and deliver it to the dean or director approving the transportation.

5.4 Use of University Assigned Vehicles

All university assigned vehicles are assigned on an ongoing basis by the university to specific departments and offices for the use of those departments' and offices' employees in the performance of their job assignments, and may not be used except by those individuals identified in writing by the department or office head as having specific approval to operate the vehicles. Student employees may be approved by department or office heads to operate university assigned vehicles. University assigned vehicles may only be used on official university business. Individual employees must provide proof of valid operator's permits to the department or office head before receiving authorization to drive a university assigned vehicle.

5.5 Use by Contractors

Employees of contractors may be granted temporary authorization by the university to operate university vehicles only if they are licensed to operate the specific type of vehicle, and they are

performing a contracted function for the university, and if the contract specifies that a vehicle will be provided by the university.

5.6 Use of University Service Vehicles

Faculty and staff members may be authorized to drive university service vehicles only with prior approval from their department head and from the auxiliary or E & G maintenance managers upon presentation of adequate justification. Students, other than those employed by the university, are not allowed to drive university service vehicles on or off campus.

5.7 Use by Student Groups

Members of student groups, when approved by the Office of Student Activities and Involvement, a dean or director, may request use of motor pool vehicles or rental vehicles to attend university-related functions. The use of a motor pool vehicle or rental vehicle for transportation to or from an event that the office of Student Activities and Involvement, the dean or director determines to be a “party” is prohibited.

More information is available on the university’s Transportation website: <http://www.jmu.edu/facmgt/services/transportation/index.shtml>

6. PROCEDURES

6.1 Motor Pool Reservations

6.1.1 Priority Assignments

Motor Pool Vehicles will be assigned in the order in which requests are received with priority given to academic functions, official trips by faculty and staff, and trips by student groups. Reservation of a bus or van for Athletics must be submitted on their [vehicle request form](#).

6.1.2 Carpooling

Users of motor pool vehicles and rental vehicles are encouraged to form carpools with other university employees or students traveling on official university business to the maximum extent possible consistent with the purpose of the travel.

6.1.3 Requesting Use of Motor Pool Vehicles

6.1.3.1 Training for Motor Pool Module

Training on the motor pool module of AiM must be completed prior to making any reservations for motor pool vehicles. Training is available through the IT Training Department. Class can be scheduled by going to My Madison, request training enrollment and select course number IT528.

6.1.3.2 Approval

An employee who requests the use of a motor pool vehicle must obtain approval from his or her department head or supervisor. A member of a student group who requests the use of a motor pool vehicle must obtain approval from the office of Student Activities and Involvement or University Recreations (UREC) (for official recognized student organizations or clubs), or the appropriate dean or director for teams, clubs, or classes.

6.1.3.3 Vehicle Reservation

The JMU Transportation Services website homepage offers a shortcut to the Vehicle Rental Request form login (<http://www.jmu.edu/facmgt/services/transportation/index.shtml>). After clicking on the shortcut, enter your JMU E-ID and password. If the customer does not have a current login they may contact the Motor Pool Operations staff at 568-8147 for assistance. The customer will then need to complete the Vehicle Rental Request form and save the information. Once the request has been saved, the motor pool office will review the request and assign an appropriate vehicle to each

approved trip. An email is generated to the customer that the request status is approved and a vehicle has been reserved.

6.1.3.4 Rental Vehicle Reservations

If a suitable vehicle is not available in the Motor Pool, the Transportation Department will make arrangements to obtain a rental vehicle for the requesting department. Vehicle rental requests must still be submitted by the customer in AiM, and received in a timely manner. All outsourced rental vehicles must be arranged by the Transportation Department.

6.1.3.5 Electronic Vehicle Request

The vehicle electronic request includes a signature page that needs to be printed. This printout must be signed by an approver that has signature authority on the department org. that is paying for the rental. Vehicle keys cannot be released without a signed signature page. The signature page can be mailed (MSC 5401), faxed (568-8137), or hand carried to the motor pool (1603 S. Main St) building.

6.1.3.6 Personal Appearance

Any and all approved drivers must appear at the Transportation Office to show valid operators' permits when picking up keys. Any person who has not appeared at the Transportation Office is not authorized to operate the vehicle on the trip, regardless of the approval of the official signing the signature page

6.1.3.7 Operator's Permit

The Transportation Office will check the operator's permit of all approved drivers, and reserves the right to refuse the release of keys to any driver whose operator's permit does not appear to be current and valid, or whose license has been suspended or revoked, or who has violated the terms of this policy in the past.

6.1.3.8 Location and Parking

All Motor Pool Vehicles are kept at 1603 South Main Street. Due to limited parking, a driver should park his or her personal vehicle in the space vacated by the motor pool vehicle used. Vehicles should be returned to the same space.

6.1.3.9 Keys

Vehicle keys and trip reports can be picked up in the Transportation Office, located at the Motor Pool offices between the hours of 7:00 AM and 5:00 PM, Monday through Friday.

6.1.3.10 Passengers

The driver will only transport university employees and students. Non-university individuals may only be transported when their travel is determined in advance by the appropriate dean or director to be of benefit to the university, demonstrated by a signed form that verifies that their transportation in the vehicle is directly related to official university business. A copy of the form is available on the Transportation Department's website: <http://www.jmu.edu/facmgt/services/transportation/index.shtml>

6.1.3.11 Trip Reports

Keys, completed trip statements are to be turned in promptly after each trip. After 5:00 PM (or on weekends/holidays) these items should be deposited in the drop box at the transportation office.

6.1.3.12 Gates

An access card to operate the automatic motor pool entrance gate will be included in the key packet. The entrance gate is closed between the hours of 8:00 PM and 5:00 AM on weekdays, and all day on weekends and holidays.

6.2 Requesting Chauffeured Vehicles

6.2.1 Chauffeured Operated Vehicles

An employee who requests the use of a chauffeured vehicle (bus, car or van) must obtain approval from his or her department head or supervisor. A member of a student group who requests the use of a chauffeured vehicle must obtain approval from the Office of Student Activities and Involvement (for official recognized student organizations), or the appropriate dean or director (for teams, clubs, or classes).

6.2.2 Contacting Transportation Department

Once approval has been granted, the employee or student should contact the Transportation Department to check for availability of a chauffeured vehicle. Vehicles may not be reserved until the requestor has completed training by the Transportation Department on the procedures for reserving a vehicle. A minimum of two weeks' notice is suggested. The following information will be requested:

- Departure and return time
- Type of vehicle requested
- Number of persons traveling in vehicle
- Purpose and destination

6.2.3 Scheduling

If a suitable chauffeured vehicle is available, a tentative hold will be placed on a vehicle with chauffeur, and a signature page must be prepared by the requesting department and signed by the appropriate approving official.

6.2.4 Reservations

A vehicle with a chauffeur will be officially reserved when the completed signature page is received by the Transportation Department. Until the official reservation takes effect, a hold does not guarantee that a vehicle or chauffeur will be available.

6.2.5 Charter Bus Reservation

If a suitable university-owned vehicle with a chauffeur is not available, the Transportation Department will make arrangements to obtain a charter bus or van for the requesting department. The signature page must still be completed and received in a timely manner.

6.2.6 Vehicle Request Form

A completed signature page signed by the requesting department head must be received in the Transportation Office at least a week prior to the trip. This form will be given to the chauffeur when picking up keys to log mileage and must be turned back in when returning keys.

6.2.7 Passengers

The chauffeur will only transport employees, contractors and students of the university, unless the chauffeured vehicle is reserved to transport non-university individuals, or unless a dean or director has approved non-university individuals to be included under section 5.3 herein.

6.3 Cancellations of Reservations

If travel plans are canceled or a vehicle is no longer required, the Transportation Department must be contacted 24 hours prior to departure time. Failure to do so will result in charges equal to a one day rental of the vehicle type requested.

6.4 Charges

Rental rates for the use of all vehicles are subject to change without notice. Charges are available on the Transportation Department

website: <http://www.jmu.edu/facmgt/services/transportation/index.shtml>

6.4.1 Charges for Sedans, 7-passenger mini vans, and 12 passenger vans.

Current rates for all vehicle types are available on the Transportation website. Cash payments may be made to the UniversityBusiness Office , Warren Hall. Past due invoices will be referred to a collection agency and may result in the ineligibility for future use of vehicles.

6.4.2 Charges for University Buses

Rate per mile for shuttle and trip buses and rate per hour for chauffeur's time are available on the [Transportation Departments website](#). The chauffeur's travel expenses will be reimbursed under the provisions of policy 4401 - University Supported Travel, and will become a part of the charge to the department reserving the bus.

6.4.3 Charges for Service Trucks and other University Service Vehicles

The primary purpose of university service vehicles is to support the maintenance and operation of the university. However, when available, these vehicles may be requisitioned for other university-sponsored programs upon approval by the auxiliary or E & G maintenance managers. Because members of Student Groups who request the use of a university service vehicle are not permitted to operate such vehicles, Facilities Management will provide a driver during regular working hours at no additional charge to the user. After the driver's regular working hours, the user will be charged for the driver's service at overtime rates.

6.5 University Service Vehicles

6.5.1 Licenses

An employee who is assigned to operate a University Service Vehicle must hold an appropriate license. Operation of the University Service Vehicle should be a part of the employee's Employee Work Profile (EWP).

6.5.2 Authorization

Managers and Supervisors will only authorize an employee (including student employees) to operate a University Service Vehicle if the employee is properly trained and has a current valid vehicle Operator's License to operate the type or class of vehicle he or she is to operate as required by the Virginia Department of Motor Vehicles.

6.5.3 Records

The Facilities Management Human Resources Department will ensure that each new employee is properly licensed for the different types of vehicles they could operate according to their EWP. The Transportation Department supervisor will track the CDL licenses for each driver employed at their location throughout their employment with JMU.

6.5.4 Students

Students employed in Facilities Management are allowed to operate University Service Vehicles if they meet the requirements in 6.8.1 below and hold an appropriate license to operate the type or class of vehicle he or she is to operate.

6.5.5 Training and Certification

Where additional safety training and/or certification is required for operation of a specific type of vehicle by the Occupational Safety and Health Administration office of the United States Department of Labor (OSHA), the Virginia Occupational Safety and Health Compliance program of the Virginia Department of Labor and Industry (VOSH) or by another regulatory agency, such training and certification will be documented and kept in a current file for each operator. The operator's supervisor is responsible for keeping this documentation.

6.5.6 Maintenance Checks

It is the responsibility of each operator to conduct daily maintenance checks of the vehicle/equipment that is assigned to him or her, to ensure safe operation, and to check for damage. These daily checks are to be documented on the form supplied by the Transportation Department. All existing damage to a vehicle is to be listed on the form. All new damage is to be reported and listed. If damage cannot be attributed to a particular event, the last driver to have responsibility for the vehicle will be held accountable for the damage.

6.5.7 Safety Standards

For more information, refer to the Facilities Management Department Safety Standards at this website: <http://www.jmu.edu/safetyplan/facilmgmt/safetymanual/safetystandards.shtml>

6.5.8 Notification of Moving Violations

Employees who hold a CDL for purposes of operating a JMU vehicle must notify their supervisor of any convictions for moving traffic violations, any drug or alcohol related driving offense, and court convictions resulting in the suspension or revocation of their license prior to operating a university vehicle and no later than the close of the next business day. This applies to offenses while driving University Vehicles, or while driving personal vehicles not associated with university business.

- Convictions for moving violations may result in the suspension of CDL driving privileges.
- A conviction resulting in the suspension or revocation of a license will result in the automatic suspension of all driving privileges until the employee's license is reinstated. Depending on the severity of the offense and the employee's job responsibilities, he/she may be terminated as a result of a suspended or revoked license.
- Convictions for drug/alcohol related traffic offenses will result in the automatic suspension of all driving privileges and may result in disciplinary action up to and including termination. All disciplinary action relating to drug and alcohol offenses will comply with university Policy [1110](#) – Alcohol and Other Drugs
- Convictions for reckless driving will result in the automatic suspension of CDL driving privileges for 30 days and may result in disciplinary action up to and including termination.

6.6 Instructions to Drivers of all University Vehicles

6.6.1 Accidents

In the event of an accident on campus, the JMU Public Safety must be notified immediately (540-568-6911). Off campus accidents within the state must be reported to the State Police (540-434-8593). Accidents which occur outside of the State must be reported to the appropriate local authorities. An auto insurance card, which gives instructions in case of an accident, is in the glove compartment of each Motor Pool Vehicle. An accident report must be filed in person at the Motor Pool Office no later than the second workday following the accident.

6.6.2 Breakdowns

Major breakdowns or need for assistance when driving any University Vehicle must be reported to the maintenance center garage (telephone number 540-568-6364). Monday through Friday 7:30 AM - 4:00 PM. Nights, weekends and holidays, drivers shall call JMU Public Safety (540-568-6911).

6.6.3 Alcohol and Drugs

The possession or use of alcoholic beverages or illegal controlled substances is not allowed in university vehicles. In addition, a driver shall not operate a university vehicle while under the influence of any substance that impairs the driver's ability to safely operate a vehicle. Such substances include, but are not limited to, alcoholic beverages, controlled substances (illegal or prescribed), prescription medications and over-the-counter medications. See also Policy [1110](#) - Alcohol and Other Drugs.

6.6.4 Animals

Pets and other animals, other than service animals, are not allowed in University Vehicles. See Policy [1330](#) - Animals on University Property.

6.6.5 Weapons

Weapons are not allowed in University Vehicles, except those carried by Licensed Peace Officers. See Policy [1105](#) - Prohibition of Weapons.

6.6.6 Smoking

Smoking is not allowed in University Vehicles. See Policy [1111](#) - Smoking, Vaping, Tobacco, and Nicotine Regulations.

6.6.7 Personal Use

Vehicles covered by this policy are not to be used for personal travel. Upon the conclusion of the university business for which the vehicle is reserved, the vehicle must be immediately returned to the Motor Pool or University Department. No "side trips," personal detours or frolics are allowed in a University Vehicle. Transportation during a trip for meals and other necessary travel is allowed unless it involves a significant detour.

6.6.8 Safety

While in possession of the university vehicle, it is the responsibility of the driver to safeguard the vehicle by all reasonable means. When parked, the doors should be locked and the windows rolled up, valuables should not be left in plain sight, and the vehicle should not be parked in places which are unsafe. While operating the vehicle, the driver is required to drive in a legal, safe and reasonable way, and to avoid driving in unsafe locations. Seat belts must be worn by the driver and all passengers while the vehicle is in operation.

6.6.9 Distracted Driving

Cell phones, blackberries, smart-phones, GPS, or other electrical devices must be operated via a hands-free device or while the vehicle is in park. Any other use of these devices such as text messaging or emailing is prohibited while the vehicle is in drive and/or in motion. Drivers should avoid other distractions while driving.

6.7 Motor Pool Vehicles

6.7.1 Fuel

The Transportation Department will fuel and check vehicles prior to vehicle pickup. However, fuel should be checked prior to leaving. After regular hours, JMU Public Safety (540-568-6911) should be called to assist in providing gas for the vehicles.

6.7.2 Credit Cards

Included in the packet received when picking up a Motor Pool vehicle is one credit card, to be used for refueling the vehicle, it is not transferable from one vehicle to another. Under no circumstances may premium gasoline or other nonfuel items (snacks, cigarettes, etc.) be purchased with this card.

6.7.3 Return of Credit Cards

Credit cards must be returned to the Transportation Department office or left in the drop box outside of the building.

6.8 Special Rules Concerning 15 Passenger Vans

Motor Pool no longer has 15 passenger vans available for rent. If a fifteen passenger van is required by a customer, the motor pool office will make arrangements with an outsource company to secure

that vehicle. The customer will be required to adhere to the outsource company's policies regarding 15 passenger vans.

6.8.1 Minimum Criteria for Drivers:

- Minimum age is 19 (only for 12 passenger vans or larger).
- Minimum driving experience and possession of license is two years (only for 12 passenger vans or larger).
- Possession of a valid driver's license for the vehicle to be operated

6.8.2 Drivers are Responsible for:

- Inspecting the vehicle for obvious vehicle/equipment defects (including missing safety equipment) prior to departure and reporting any defects to JMU Transportation Services or the leasing company for leased vehicles,
- Not operating a vehicle that is not performing in a safe manner,
- Wearing seat belts at all times during vehicle operation, Not possessing or consuming alcoholic beverages or illegal controlled substances in the vehicle.
- Not operating the vehicle while under the influence of any substance that impairs the driver's ability to safely operate a vehicle. Such substances include, but are not limited to, alcoholic beverages, controlled substances (illegal or prescribed), prescription medications and over-the-counter medications.
- Not operating a vehicle unless they are well-rested,
- Obeying all traffic regulations, including posted speed limits,
- Not carrying any unauthorized passengers, pets, alcohol, drugs or weapons in the vehicle,
- Not allowing any smoking in the vehicle,
- Loading all luggage and equipment in a safe manner
- Ensuring that no roof mounts are installed on the vehicle,
- Ensuring that no trailers are installed on the vehicle - except by special exemption for university vehicles only through JMU Transportation Services,
- Evaluating weather conditions and curtailing or canceling the trip when hazardous conditions (i.e., heavy fog, heavy snow, ice, high winds, etc.) are predicted or are occurring - unless in the judgment of the driver curtailing operation poses a greater safety risk than continuing with the trip,
- Ensuring that the vehicle headlights are always on during operation,
- Reporting any vehicle/equipment defects found during operation to JMU Transportation Services or the leasing company for leased vehicles upon return,
- Not using a mobile phone (other than with a hands-free device) or engaging in other distracting activities while the vehicle is moving,
- Checking tire pressure (including spare) and ensuring proper inflation.

6.8.3 Authorizing University Department/Offices are Responsible for:

- Enforcing all the procedures and requirements of this policy, and
- Ensuring that there are sufficient qualified drivers for the trip to meet the operating time limits in section 6.8.2 above.

6.8.4 Passengers are Responsible for:

- Wearing seat belts at all times during vehicle operation,
- Not possessing or consuming alcoholic beverages or illegal controlled substances in the vehicle.
- Not smoking in the vehicle

6.8.5 Notification of Moving Violations

Employees who are authorized to drive university vehicles must notify their supervisor of any convictions for moving traffic violations, any drug or alcohol related driving offense, and court convictions resulting in the suspension or revocation of their license prior to operating a university vehicle and no later than the close of the next business day. This applies to offenses while driving University Vehicles, or while driving personal vehicles not associated with university business.

- Convictions for moving violations may result in the suspension of driving privileges.
- A conviction resulting in the suspension or revocation of a license will result in the automatic suspension of all driving privileges until the employee's license is reinstated.
- Convictions for drug/alcohol related traffic offenses will result in the automatic suspension of all driving privileges and may result in disciplinary action up to and including termination. All disciplinary action relating to drug and alcohol offenses will comply with University Policy 1110 – Alcohol and Other Drugs
- Convictions for reckless driving will result in the automatic suspension of driving privileges for 30 days and may result in disciplinary action up to and including termination.

7. RESPONSIBILITIES

Operators of JMU vehicles are responsible for strict compliance with this policy and for safe driving at all times. CDL holders are responsible for maintaining the appropriate license for the type of vehicle they are authorized to operate, and for notifying their supervisor of any convictions for moving traffic violations, any drug or alcohol related driving offense, and court convictions resulting in the suspension or revocation of their license.

The office of Student Activities and Involvement is responsible for processing requests for Motor Pool vehicles from members of recognized student organizations.

Department heads and supervisors are responsible for ensuring that employees and authorized students they assign to operate and/or travel in a University Vehicle understand this policy and will comply with its terms.

Deans and directors are responsible for processing requests for Motor Pool vehicles from members of officially recognized student groups other than student organizations (i.e., teams, clubs or classes) authorized to use vehicles under this policy, and for verifying that any non-university individual's travel in a vehicle under this policy is of benefit to the university, demonstrated by a signed form that verifies that their transportation in the vehicle is directly related to official university business.

The Office of Transportation Services is responsible for assigning vehicles, releasing keys, servicing and maintaining vehicles, and charging users of Motor Pool Vehicles, rental vehicles, University Buses and charter buses for university-related travel.

The Risk Management Safety Committee is responsible for determining whether a driver was at fault for an accident in a university vehicle, and for advising the supervisor of a driver who is an employee on appropriate sanctions to be imposed if the driver was at fault.

8. SANCTIONS

8.1 General.

Students who fail to comply with this policy are subject to disciplinary action up to and including expulsion. Employees who fail to comply with this policy are subject to disciplinary action up to and including termination. Any person who violates this policy may be subject to loss of privilege to reserve or drive a University Vehicle.

8.2 Criminal and Traffic Laws

All operators are subject to vehicle operations laws and their sanctions while operating a university vehicle. The university will not defend an operator for any violations of the law or pay for any fines, fees, or other penalties imposed against a driver or passenger of a vehicle under this policy.

8.3 Accidents

Sanctions imposed on a driver because of an accident only apply to incidents where the driver is found to be at fault by the Risk Management Safety Committee. Depending on the circumstances, any accident caused by the willful or negligent actions of an employee may result in immediate termination of the employee. Willful or negligent actions of a student driver may result in the student's immediate expulsion.

Listed below are the suggested sanctions that can be imposed by the supervisor of an employee. Sanctions imposed on a student will be handled through the office that authorized the student to operate a vehicle. The Risk Management Safety Committee will make recommendations to the supervisor of an employee or the office that authorized the student driver concerning appropriate sanctions.

If an employee's job responsibilities include driving and the employee is suspended or driving privileges are suspended as a sanction under this policy, the supervisor may determine that the employee is no longer qualified to hold the position, and may terminate the employee.

Major Incidents

Any accident involving a personal injury to any party (employee, student, pedestrian, other driver) involved in the accident, any accident where the driver is issued a moving citation or is found to have violated any law, or any accident resulting in \$5000 or more combined damage to vehicle(s) and property. A sanction for an employee found responsible for any major incident may be suspension of driving privileges for a period of time and additional training. Depending on the severity of the damage, the level of negligence of the driver, and the driving history, the Supervisor may suspend the employee from work or terminate employment. For a student driver found responsible for any major incident, an appropriate sanction may be suspension or termination of driving privileges. Depending on the severity of the damage, the level of negligence of the driver, and the driving history, the office that authorized the student driver may recommend additional sanctions under the Student Judicial Code.

Minor Incidents

Any accident not involving a personal injury and resulting in under \$5,000 combined damage to vehicles and property. The supervisor or office that authorized the student driver can impose the following sanctions:

1st accident – Depending on the severity of the damage, the level of negligence of the driver, and the driving history, the Supervisor may assign training that could include in house training modules, behind the wheel training or other appropriate training, and may suspend driving privileges for a period of time. The office authorizing the student driver may suspend or terminate the driving privileges, and may recommend additional sanctions under the Student Judicial Code.

2nd accident within 24 months – Depending on the severity of the damage, the level of negligence of the driver, and the driving history, the Supervisor may suspend driving privileges for a period of time, or may suspend the driver for up to one month or terminate employment. The office authorizing the student driver may suspend or terminate the driving privileges, and may recommend additional sanctions under the Student Judicial Code.

3rd accident within 24 months – Depending on the severity of the damage, the level of negligence of the driver, and the driving history, the supervisor may suspend the driver or terminate employment. . The office authorizing the student driver may suspend or terminate the driving privileges, and may recommend additional sanctions under the Student Judicial Code.

4th accident within 24 months – Depending on the severity of the damage, the level of negligence of the driver, and the driving history, the Supervisor may terminate the employee. The office authorizing the student driver may suspend or terminate the driving privileges, and may recommend additional sanctions under the Student Judicial Code.

Minor incidents which occur outside of the 24 month period may be taken into consideration in determining the appropriate sanction. The sanctions listed in this section shall not obligate the supervisor to a specific sanction.

9. EXCLUSIONS

This policy does not apply to city busses used to transport students and visitors to and from campus and on campus. Transportation provided to individuals by employees and cadets of the Department of Public Safety does not apply to this policy. It does not apply to the use of privately owned vehicles for university business. The use of privately owned vehicles for university business is covered in Policy [4401](#).

10. INTERPRETATION

The authority to interpret this policy rests with the president and is generally delegated to the director of facilities management.

Previous version: May 2014

Approved by the President: February 2012