

## PROCEDURE NO. 702.1

**Area: Facilities Management**

*Original signature on file  
in the Office of General Counsel*

Date Adopted: June 9, 2016

Certified By: \_\_\_\_\_  
Caye Elmore  
Interim Vice President for Administration

Revisions Approved: February 7, 2025

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### **Subject: University Provided Vehicle Operations**

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1. Purpose: To establish the procedure for assignment, use, and maintenance of university provided vehicles (“University Vehicle(s)”). The Director of Facilities Management will be responsible for the assignment, use, and maintenance of University Vehicles. This policy applies to all University employees.
2. Vehicle Use and Operations: University restrictions prohibit students, student employees and volunteers from driving University Vehicles. Employees must be at least 18 years old to drive a University Vehicle and must possess a valid United States driver’s license. Temporary driving permits are unacceptable. The driver must adhere to terms set forth in the university’s travel policy (see Travel Policy 410 and Travel Procedure 410.1).

University Vehicles will be used for official university business only and, when not in use, will be kept at university approved locations. The unauthorized use of a University Vehicle by an employee may result in disciplinary action by the university and/or prosecution under Section 124.71 and Section 2913.03 of the Ohio Revised Code.

Any deviations will be reported to the Vice President for Administration and Finance/Chief Financial Officer and may result in disapproval of subsequent requests.

**a. Driver Responsibilities and Safety:**

- i. Prior to operating a University Vehicle, each potential driver must be pre- approved and listed on the University’s approved drivers list. This is accomplished by submitting a Motor Vehicle Use Agreement and copy of a valid driver’s license to the Fleet Coordinator. The Fleet Coordinator will contact CSU’s Human Resources to have the driver checked via a Motor Vehicle Record (“MVR”) search. Upon completion of the MVR search, the potential driver will receive an electronic notification of being granted (or denied) approved driver status. Drivers wishing to maintain approved driver status must repeat this step periodically upon request.
- ii. The driver is responsible for safe operation of the vehicle and safe conduct of the passengers, including:
  - The driver will be responsible for security, safety checks, and operation of the University Vehicle.

- The driver will observe all traffic laws applying to the locality in which the University Vehicle is being driven.
  - The driver will not engage in unsafe practices while driving, including failure to wear a safety belt, using electronic communication devices, eating, driving under the influence of alcohol or illegal drugs, or any other practice which is a distraction to focused driving.
  - The number of passengers in a vehicle should never exceed the official vehicle passenger capacity posted in the vehicle. Approved passengers may include students, contractors, and other individuals facilitating university business.
  - Driving should be limited to ten hours within a twenty-four-hour period.
  - Lost vehicle keys must be reported immediately to the Fleet Coordinator in Facilities Management.
- iii. Individuals requiring the use of a University Vehicle must submit a Vehicle Use Authorization Request Form to the Fleet Coordinator in Facilities Management in a timely manner. Due to the limited number of vehicles available, the vehicle should be requested as soon as the need for the vehicle is recognized. Scheduling of vehicles will be done on a first-come-first-serve basis.
- iv. Cleanliness and proper use of the assigned vehicle is the responsibility of the individual driver. Any misuse of the vehicle will not be tolerated. Misuse includes, but is not limited to, failure to maintain possession of the vehicle during the period of authorized use, failure to turn off lights, failure to park in designated parking area, failure to return in a timely manner, and/or failure to return keys.
- v. In the event of an accident, and/or damage to the vehicle, the driver shall report the incident to the local law enforcement agency. The driver shall also report the incident to CSU Police. The driver shall provide a copy of the filed report to the Fleet Coordinator in Facilities Management for insurance purposes. The cost of damages not covered by insurance shall be charged against the user's organizational budget. Personal property within vehicles is not covered by university insurance. Employee's personal insurance may be used as primary insurance as applicable.
- vi. Parking and moving violations are the responsibility of the driver.
- vii. An employee whose driving privileges have been suspended shall report the suspension or a violation which may lead to a suspension to their supervisor and Fleet Coordinator in Facilities Management immediately upon reporting to work following the imposed suspension. An employee who fails to notify the supervisor of a license suspension in a timely manner may result in suspension of university driving privileges effective at the time of discovery and may be grounds for discipline up to termination. An employee whose driving privileges have been suspended, with or without conditions being attached, shall not drive any University Vehicle.
- viii. An employee whose job classification or position requires the possession and maintenance of a driver's license and/or any required special driving certifications in order to perform the essential functions of that position's assigned duties, and who subsequently has that license revoked, rescinded, suspended, or renewal denied may, after exhaustion of all administrative contested case proceedings before the licensing agency and all possible reasonable accommodations, be terminated from employment for failure to maintain the necessary qualifications required for the position or be subject to disciplinary action.

- ix. University Vehicles are to be returned to the university approved location. Each vehicle should be locked, and the keys should be secured and/or returned to the Fleet Coordinator in Facilities Management. If the return is after hours, the keys should be placed in the designated key box.
  - x. University Vehicles are the property of the university. Upon separation from the university or change in job responsibility, an employee must return the vehicle to the Fleet Coordinator in Facilities Management.
- b. **Fleet Management:** Vehicles provided by the University will be operated under the following procedures.
- i. The University will pay the costs of normal maintenance and repair, and insurance. The driver may be responsible for costs above and beyond normal “wear and tear”. Employee’s personal insurance may be used as primary insurance as applicable.
  - ii. The campus organizational unit utilizing a University Vehicle may incur a fee for vehicle use.
  - iii. University Vehicles will be assigned to personnel who have demonstrated a need for university provided transportation.
  - iv. Fleet vehicles will be maintained by the Fleet Coordinator in Facilities Management, who will be responsible for the coordination and scheduling of maintenance and/or repairs to University Vehicles.