



SUBJECT:

	Page	Of
	1	4
Responsible Authority: Vice President, Facilities		

DEFINITIONS:

Authorized drivers: A trustee, officer, employee, agent, contractor, volunteer or other person authorized by a university officer to drive a university automobile.

University officer: A person serving in the position of Vice President or higher at the university.

University automobile: A land motor vehicle designed and licensed for use on public roads that is owned, leased, or rented by the university.

POLICY:

1. University automobiles shall be used only by authorized drivers for official university business unless otherwise authorized by a university officer.
2. University automobiles may be used in emergency situations where the protection of life or property is involved and there is no other means of transportation available.

3. Individuals other than the authorized drivers may be permitted to travel in university vehicles operated by authorized drivers if there is no additional expense to the university and in conjunction with authorized university business. Such travel can be authorized by the head of a Department or Division or their designees.

4. Unless otherwise authorized by a university officer, university vehicles may not be taken to an authorized drivers home unless the authorized driver is departing upon or returning from authorized travel away from their base of operations under circumstances which make it impractical to use other means of transportation, or when the authorized driver needs the use of

13. University automobiles may not be used for transportation to any airport or other terminal

POLICY APPROVAL