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| | | | Classification Code: OP 06-03 |
| | Section: PROPERTY & CAPITAL EQUIPMENT | | |
| Subject: USE OF UNIVERSITY VEHICLES | | | |

GENERAL STATEMENT OF POLICY

The purpose of this policy is to ensure vehicles under the control of Southeast Missouri State University are acquired, assigned, utilized, replaced and maintained in the most efficient and effective manner to conduct University business.

University vehicles shall be used for official business only, in accordance with Section 301.260 RSMo. The State Vehicle Policy shall further govern the usage of University vehicles.

The Vice President for Finance and Administration shall be responsible for developing operating procedures to implement this policy.



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OPERATING PROCEDURES

1. University vehicles shall be operated only for the performance of University business in accordance with Section 301.260 RSMo.
2. The operator of a University vehicle must be a University employee who possesses a valid driver's license for the type of vehicle operated. Contractors conducting University business may operate University vehicles provided they adequately indemnify Southeast Missouri University.
3. Only authorized passengers are permitted to ride in University vehicles. Non-University individuals such as volunteers, spouses, and children should not be passengers in a University vehicle unless they are involved in the conduct of business.
4. University vehicles are highly visible to the public and their use is scrutinized. Thus, poor driving manners and inappropriate use reflect on all University employees. Operators must exercise the highest degree of prudence and courtesy. The following are responsibilities of the operator while driving University vehicles or private vehicles on University business:
 - A. All occupants shall use safety restraints where equipped.
 - B. Established speed limits and all other traffic regulations must be followed. Parking and moving violation citations are the personal responsibility of the individual operating the vehicle at the time of the violation.
 - C. Consumption of alcohol or use of illegal drugs is prohibited. Further, operators must not drive while under the influence of alcohol, illegal drugs or any other substance that impairs their ability to drive. Transportation of alcohol in University vehicles is prohibited except when necessary in the conduct of University business.
 - D. Use of tobacco products is prohibited in University vehicles.
 - E. University vehicles shall be used for University business only. However, it is permissible to use a University vehicle for travel to meals or to attend to other necessities of the operator or authorized passenger when away from their official domicile on University business. Employees shall exercise good judgment and shall not drive, use, or park University vehicles in such a manner or in a place that may cause unfavorable comments or discredit upon the University. Some examples of unauthorized use are:
 - i Travel to entertainment facilities.



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- ii Sightseeing or trips for personal pleasure unless the trip is part of the official agenda for a business conference.
 - iii Transporting family members, dependents or friends to school, daycare, medical appointments, social events or other personal activities.
 - iv Conducting other personal business.
 - v University vehicles shall not be utilized for carrying excessive loads unless designed or equipped for that purpose. University vehicles shall not have objects protruding from the trunks or windows.
5. Agencies shall investigate complaints for alleged improper operation or use of a University vehicle. The operator may be subject to disciplinary action if the complaint is verified.
 6. University vehicles should not be used for out-of-university travel, unless specifically authorized by the agency.
 7. Employees who are furnished university vehicles for business use will be required to keep a detailed log accounting for all business use of the vehicle. The log should include the time and place of the travel, purpose of the travel, and the mileage. Any use of a university provided vehicle that is not substantiated as business travel will be included as income on the employee's W-2 form per IRS guidelines.
 8. Animals are not allowed in University vehicles unless they are transported in the conduct of University business or are required by a passenger's disability.
 9. No operator or authorized passenger shall carry or transport a firearm or other weapons in a University vehicle unless required by their official job duties related to their employment with Southeast Missouri University.
 10. Unattended University vehicles shall always be locked.
 11. Appropriate parking must be established for University vehicles (e.g., personal driveways, garages, and pre-approved parking areas).
 12. When a University vehicle requires maintenance, maintenance shall be scheduled through University Facilities Management. All items of value (cellular telephones, computers, tablets, weapons and radios in the case of authorized DPS personnel, and other individual property, etc.) shall be removed from University vehicles when left for service at Facilities Management or other service vendors. The University shall not be responsible for items of value left in University vehicles left for service.



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13. To provide an effective and efficient response to critical incidents and other public safety-related needs, the University will provide University vehicles to Department of Public Safety (DPS) Command Staff Officers (e.g., Director/Chief, Captain, Lieutenant, Sergeants, and Emergency Operations Officer, AKA Commanders) on an individual basis. Command Staff Officers shall be eligible to participate in the Department's Vehicle Readiness Program. The following apply to Command Staff that participate in the Vehicle Readiness Program:

- A. Commanders shall not presume any special privileges with a University vehicle whether on or off duty.
- B. While driving from domicile to duty, Commanders shall monitor University police radio frequencies and assist when needed.
- C. No firearms shall be left in an assigned University vehicle unless parked in a secured garage.
- D. Commanders operating University vehicles shall carry approved firearm(s), badge, and police identification.

14. Liability and Accident Reporting Procedures -

- A. Liability to other persons (bodily injury and property damage) due to employee negligence in the operation of a University vehicle will be covered by the University, provided the employee was operating the vehicle while conducting University business. The operator assumes full responsibility for injury and damages if an accident occurs during any unauthorized use of a University vehicle.
- B. Southeast Missouri State University shall not be responsible for personal items left inside a University vehicle. Personal property in University vehicles is not insured for loss or damage by the University. Coverage for these items may be provided by the employee's personal insurance.
- C. Agencies should investigate accidents involving University vehicles in an effort to avoid recurrence. Employees found to have operated a vehicle in a careless manner or in violation of University law or departmental policy or procedures may be subject to disciplinary action.
- D. Employees operating University vehicles shall immediately report any damage or defect to a University vehicle, along with the date and mileage, to their supervisor. Any damage or defect that poses a safety hazard shall cause the vehicle to be taken out of service until the damage or defect is repaired.



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15. In addition to these procedures, drivers of University vehicles must all abide by rules, regulations, restrictions, or other requirements of the University insurance providers, including, but not limited to:

- A. Drivers must be at least 25 years of age with no more than four (4) moving violations or one accident and one violation within the last three (3) years. Drivers age 23 and 24 can have no more than two (2) moving violations within the last three (3) years. Drivers under 23 must be submitted and may require an additional premium or driver exclusion. No driver may have any major convictions within the last five (5) year period.
- B. Drivers of University vehicles with a seating capacity greater than 15 or GVW of 26,000 lbs. or more must have a proper CDL and at least one (1) year experience driving similar autos.

Unless otherwise specified, all questions regarding this policy and these procedures should be directed to the Vice President of Finance and Administration, 573.651.2570 or to the Assistant Director of Environmental Safety and Property Management, 573.651.2581.