



<b>BUSINESS POLICY AND PROCEDURE MANUAL</b>	Date Issued: 9/90	Revision Date: 5/10	Page: 1 of 1
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	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. 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.
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. 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. 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 reoccurrence. 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.