



Ohio Administrative Code

Rule 3337-47-01 Safety, procurement, operation, maintenance, and disposition of university vehicles.

Effective: July 7, 2025

The version of this rule that includes live links to associated resources is online at

<https://www.ohio.edu/policy/47-001.html>

(A) Purpose

This policy establishes guidelines for the purchase, operation, maintenance, and replacement of university-owned and leased vehicle assets, utility vehicles, golf carts, and licensed equipment trailers. It sets requirements for the use of these assets by vehicle owners and operators. The policy is intended to promote the safety of drivers, passengers, and the public through safe vehicle operating standards, and minimize loss, damages, and claims against the university.

(B) Scope

This policy applies to all Ohio university vehicle owners and operators regarding the use of university-owned and leased vehicle assets, utility vehicles, golf carts, and licensed equipment trailers.

(C) Responsibility for vehicles

(1) It is the responsibility of the department to which a vehicle is assigned to coordinate with the university departments in this policy for the vehicle's proper acquisition, operation, maintenance, and disposition.

(a) Transportation and parking services (TPS) assists with the acquisition and disposition of vehicles, securing titles and licensing, performing pre-purchase inspections, coordinating vehicle maintenance



needs, conducting annual safety inspections, issuing fuel keys and cards, and receiving vehicle accident reports.

(b) Environmental health and safety (EHS) is responsible for the oversight of all vehicle safety programs.

(c) The Ohio university police department (OUPD) is responsible for documenting vehicle mishaps and violations occurring within their jurisdiction.

(d) The office of enterprise risk management and insurance is responsible for ensuring appropriate insurance coverage, processing claims, and overseeing the crash review board.

(D) Vehicle acquisition

(1) The university will select specific vehicles and equipment, as well as their method of procurement and ownership, appropriate for the identified need in accordance with the transportation and parking services state vehicle operating guidelines.

(2) To ensure safe vehicle operations and minimize the risk to Ohio university and its employees, the university may deny access to any vehicle at any time if safe and legal operation is in doubt.

(E) Appropriate and legal use

(1) The planning unit head to which the vehicle is assigned, or their designee, is responsible for ensuring that the vehicle is used for official university business.

(2) The planning unit head, or designee, must establish a system that verifies that all drivers possess a valid US driver's license, are 18 years of age or older, and have a driving history that reflects safe behavior behind the wheel. Approved drivers and passengers in university vehicles are limited to employees, students, or guests of the university who are on official business.



(3) The university is not financially responsible for traffic or parking violations incurred by those using its vehicles, and the responsibility for all penalties for said violations is assumed by the vehicle operator.

(4) The assigned department is responsible for establishing a system for knowing and documenting the driver of any assigned vehicle at any time in use, in accordance with the transportation and parking services state vehicle operating guidelines.

(F) Driver evaluation and criteria

(1) The employing department shall check the driving history of all persons who will be operating university vehicles. Vehicle operators must be at least eighteen years of age and possess a valid US driver's license in good standing. Motor vehicle record checks (MVR) should be conducted going back two years prior to the initial operation of a university vehicle and annually thereafter for a cumulative total of five years, in accordance with the transportation and parking services state vehicle operating guidelines. It is the responsibility of the employing department to ensure vehicle operators meet all vehicle operating requirements. Information on commercial driver's license (CDL) requirements is outlined in Ohio university policy 47.003.

(2) The crash review board is charged with reducing the incidence of vehicle collisions and abuse. All departments shall participate in this activity according to established procedures. All university vans shall have a copy of the "van driver check sheet," which drivers must review prior to operating.

(3) Effective July 1, 2012, fifteen-passenger vans are prohibited from being owned, leased, rented, or in any manner used by the university. For other specialized-use vehicles, the university may provide specific training as needed in accordance with the transportation and parking services state vehicle operating guidelines.

(G) Accident reporting: vehicle mishaps and crashes

(1) Drivers of vehicles are responsible for the proper care of the vehicle while in their possession. An automobile insurance packet, containing an auto insurance card and a copy of the Ohio university vehicle crash report form (OUVCRF) shall be in each vehicle.



(2) In the event of a mishap or crash, the driver will follow steps in accordance with the transportation and parking services state vehicle operating guidelines. Failure to immediately return the OUVCRF following the mishap or crash may result in the department or organization being held responsible for all related expenses. OUPD is responsible for documenting vehicle mishaps and violations occurring within their jurisdiction. University units, departments, and drivers are expected to participate in the review of the accident by the crash review board and implement any recommendations arising from that review.

(H) Vehicle titling, registration, and documentation

Transportation and parking services completes all titling, registration, and licensing activities for university-owned vehicles in accordance with the transportation and parking services state vehicle operating guidelines. This also includes golf carts and low-speed vehicles that departments choose to license, as well as trailers and equipment operated on roadways. All vehicles must be titled to Ohio university; personal names or departments cannot be included on titles. TPS maintains the central repository for all university-owned vehicle titles, certificates of origin, and manufacturer certificates of origin for university-owned assets.

(I) Vehicle repairs, inspections, and maintenance service

Servicing of vehicles is provided by transportation and parking services in accordance with the transportation and parking services state vehicle operating guidelines.

(J) Vehicle dispositions and transfers

Transportation and parking services, in collaboration with Ohio university moving and surplus, will



facilitate the disposal or transfer of vehicles, cancel the registration and insurance, and report changes to inventory control for removal from the department's inventory records, as appropriate. Vehicles returned at the termination of leases or donation periods must be processed through transportation and parking services. Vehicle disposal activities should be conducted in accordance with the requirements outlined in the transportation and parking services state vehicle operating guidelines.

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