



Ohio Administrative Code

Rule 3356-3-09 Acceptance of loaned property/courtesy car program.

Effective: August 5, 2016

(A) Policy statement. Youngstown state university (university) may participate with area car dealerships to secure vehicles (courtesy vehicles) for the use of athletic department coaches and university staff in order to recruit student-athletes, attend and engage in community programs, participate in fundraising for the university, and aid in the performance of university functions. In accepting the use of such vehicles, the university is authorized to make any appropriate expenditure for the protection and maintenance of these vehicles. Specifically, the university has a program in place for the acceptance of courtesy vehicles to be used by university employees. The program is monitored by the executive director of athletics and the director of environmental and occupational health and safety.

(B) Parameters.

(1) The executive director of athletics, or designee, is responsible for assigning the vehicles to specific individuals. The vehicles may be used for both business and personal use. Drivers should consult the university's travel rules regarding business travel reimbursement.

(2) In order to comply with state and federal tax regulations, drivers must track personal mileage use.

(3) The vice president for finance and business operations, or designee, is responsible for signing the lease agreements for all of the courtesy vehicles.

(4) The executive director of athletics has primary responsibility to notify the director of environmental and occupational health and safety ("EOHS") each time vehicle changes are made so that the insurance coverage can be modified accordingly. The director of EOHS is responsible for the insurance program that provides coverage for vehicles in the program and is responsible for ensuring that drivers have been certified to drive a courtesy vehicle and have been educated on the insurance program. Drivers may be responsible for a deductible for property damage while driving a courtesy



vehicle.

(5) Leases must be in the university's name so that vehicles can be covered by the institution's insurance policy.

(6) University staff are personally responsible for all traffic offense fines, citations, and violations, and for the care and upkeep of the courtesy vehicle, including but not limited to vehicle registration, maintenance, parts, equipment, and repairs.

(C) Procedures.

(1) Upon picking up a courtesy vehicle from the dealership, authorized personnel must comply with the EOHS insurance program requirements, including but not limited to defensive driving courses and annual driving record reviews.

(2) The executive director of athletics must inform the office of EOHS when the vehicle is returned to the dealership.

(3) Athletics staff member must immediately report any changes in his/her license status (restrictions, suspensions, revocations, expirations) and vehicle accidents or damage to the executive director of athletics. The executive director of athletics will inform the office of EOHS of these changes.