



## Ohio Administrative Code Rule 3358:5-11-18 College vehicle use policy.

Effective: [October 23, 2015](#)

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(A) The purpose of this policy is to establish standard requirements and procedures regarding the use of college-owned vehicles by college employees. This policy is intended to ensure the safety and well-being of college employees, students and guests; to facilitate the efficient and effective use of college resources; to minimize the colleges exposure to liability; to monitor the use of college-owned vehicles; and to comply with internal revenue service regulations.

(B) All college vehicles shall be driven in a safe and courteous manner by drivers over the age of eighteen. Only college employees are authorized to drive college vehicles unless special authorization is given by the vice president for business affairs.

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