

3356-4-18 Use of university vehicles.

(A) Policy statement. Motor vehicles owned or leased by Youngstown state university (university) are to be operated solely for university business and only by authorized university faculty, staff, and students. Any personal use must be authorized in advance and associated with the use of that vehicle for university business. All university drivers must comply with university vehicle use requirements and procedures.

(B) Scope. This policy applies to all motor vehicles as defined herein.

~~(B)~~(C) Definition.

- (1) “University vehicle.” A vehicle that is either owned or leased as part of the University’s motor pool and is certified and licensed to be driven on public roadways. Exclusion: This policy does not cover vehicles leased by the university specifically for a university employee and solely for that employee’s combined business/ personal use.

~~(C)~~(D) Business use of vehicles.

- (1) University vehicles are to be used only for authorized university business. It is the responsibility of the department head to enforce proper use of university vehicles assigned to the using department and to ensure that all appropriate forms are completed.
- (2) University vehicles are to be operated only by authorized individuals.
- (3) Only authorized passengers may ride in university vehicles. These may be faculty, staff, students, or guests of the university.
- (4) Personal use of a university vehicle that occurs within the broader use of that vehicle for university business, such as a detour from an expected business route to do personal business, is not permitted. Meals and refreshments for breaks during the workday as a part of the use of a university vehicle are permitted.
- (5) Use of a university vehicle solely for personal use or for more than incidental personal use as part of business use is prohibited.

~~(D)~~(E) Driver responsibilities.

- (1) Drivers shall not operate a vehicle that the driver suspects is not operating properly. The driver shall park the vehicle and make appropriate arrangements so that the vehicle can be serviced, otherwise operated safely or towed.
- (2) Drivers must only transport the number of persons for which there are seatbelts in the vehicle. All persons must wear their seatbelts.
- (3) Drivers of any university operated vehicle must comply with all state and local traffic laws. Drivers are responsible for payment of any fines resulting from violation of motor vehicle regulations while operating university vehicles.
- (4) Drivers are responsible for taking appropriate measures to secure and safeguard the vehicle until it is returned to the designated location at the university.
- (F) Violations of the vehicle policy. Employees who violate this policy or administrators who authorize inappropriate or unnecessary use may be liable for the repayment of costs incurred and/or damages that might occur and may be subject to ~~appropriate~~ discipline up to and including termination.

Effective: 10/15/2018

CERTIFIED ELECTRONICALLY

Certification

10/03/2018

Date

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