



OFFICIAL POLICY

Subject/Title: Use of University Vehicles and Other Vehicles for University Business
Policy Number: FPU-1.0039P
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Technical Revision Only <input type="checkbox"/> Emergency Policy
Date First Adopted: December 9, 2014
Date Revised: August 15, 2024
Responsible Division or Department: Administration and Finance
Initiating Authority: Vice President & CFO, Administration and Finance

A. APPLICABILITY/ACCOUNTABILITY:

This policy is to establish guidelines for the use of vehicles while on university business. The University has a limited number of vehicles that have been assigned to specific departments to use for university business and operations.

B. POLICY STATEMENT:

- 1. University Vehicles.** University vehicles are assigned to designated university departments for university business use only.
- 2. Department Responsibilities.**
 - i. Departments that are assigned a University vehicle are responsible for maintaining vehicle registrations and providing updated, scanned copies to the Department of Risk Management on no less than an annual basis.
 - ii. Departments must develop their own internal procedures for the operation and maintenance of assigned vehicles.
 - iii. Departments must complete an annual review for all state-owned motor vehicles to ensure the proper operation and maintenance of vehicles.
 - iv. Departments are responsible for communicating the purchase of new vehicles to the Department of Risk Management and must complete the necessary process to gain approval to drive university owned vehicles. Refer to section B.3, below, for requirements to gain approval to drive university owned vehicles.
- 3. Approved Drivers.** Before driving a University vehicle, employees must complete all requirements for becoming an approved driver, including but not limited to:
 - i. Notifying the Department of Risk Management and providing required documentation.
 - ii. Passing a motor vehicle record (MVR) check.

Completing any required university and department training.

4. Driver Responsibilities when using University Vehicles.

- i. University vehicles may only be used for university business and de minimis related activities. University vehicles may not be used for personal use. University Police Department vehicles are exempted from this policy but must adhere to General Order 13.04.
- ii. The driver is responsible for the vehicle released to his/her control until the vehicle is returned to the responsible department.
- iii. The driver is responsible for any fines or traffic violations incurred while the driver has possession of the vehicle.
- iv. The driver may not take the vehicle outside of the State of Florida, unless otherwise authorized by the department head.
- v. Vehicles may not be used for trips requiring use of the vehicle for more than three consecutive, calendar days, unless otherwise authorized by the department head.
- vi. The driver must operate the vehicle in compliance with all applicable federal, state, or local laws and ordinances.
- vii. Any person who is required to operate a vehicle as part of his or her job responsibilities must notify their supervisor immediately if their license has expired or been suspended or revoked or if the person has an outstanding traffic citation.
- viii. Hitchhikers are not permitted to ride in the vehicle.
- ix. Drivers and passengers may not smoke in the vehicle at any time.
- x. All occupants of a University vehicle must wear seat belts in compliance with Florida Law.
- xi. The driver must report any accident, regardless of severity, to their supervisor and to the Department of Risk Management.

Employees are not permitted to operate a motor vehicle while performing tasks that may cause distractions. This includes using a wireless communications device to text, speak, compose, read, or send an electronic message, when the motor vehicle is in motion or while in traffic. This prohibition is effective at all times while using the University vehicle and while using a personal vehicle for University business.

5. Insurance on University Vehicle. If the University vehicle is damaged by a third party, the driver must contact the Department of Risk Management for possible recovery. State vehicle liability insurance is provided through the State Risk Management Trust Fund. State liability insurance will not cover an accident that occurs: while individuals not associated with official university business are being transported, while the driver is under the influence of illegal drugs or alcohol, and/or while the vehicle is being driven to and from local attractions, recreation, entertainment or for social non-university business purposes.

- 6. Use of Personal Vehicles and Insurance Coverage.** If a driver is using his/her personal vehicle on university business and is involved in an accident that causes damage, the driver's personal insurance is primary over any other university-held insurance. In addition, the driver is responsible for repair of his or her personal vehicle. The University will not provide reimbursement to the driver or vehicle owner for repair costs for damage to a personal vehicle. Drivers should consult their insurance agent to determine if they have adequate insurance coverage for the use of their personal vehicles for university business.
- 7. Failure to Use Seat Belts or Restraint System.** If an accident resulting in injury to an employee occurs when the employee is not using the seat belts or occupant restraint system provided in the vehicle and the failure to use the seat belts or occupant restraint system provided contributed to the employee's injuries, Worker's Compensation benefits may be reduced under the provisions of Florida Statutes Section 440.09(5).
- 8. Accidents.** Accidents or property damage involving university vehicles must be reported to the employee's supervisor and to the Department of Risk Management as quickly as possible.
- 9.** Additional information may be found at <https://floridapoly.edu/vp-administration-and-finance/risk-management/vehicles-and-risk-management.php>
- 10. Violations of Policy.** If an employee violates this policy or related laws, such may be grounds for terminating the employee's use of university vehicles and may be grounds for disciplinary action up to and including dismissal.

POLICY APPROVAL	
Policy No.: <u>FPU-1.0039P</u>	
_____ Initiating Authority	Date _____
_____ Policies Committee Chair	Date _____
_____ President	Date _____
FPU-BOT Approval: <input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required	_____ Date Approved (if required)
EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL	