

FLORIDA POLYTECHNIC UNIVERSITY	OFFICIAL UNIVERSITY POLICY
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Subject/Title: Use of University Vehicles and Other Vehicles for University Business
FPU Policy Number: FPU-1.0039P
<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: December 9, 2014
Date Revised: September 27, 2018
Responsible Division/Department: Business and Auxiliary Services
Initiating Authority: Mark Mroczkowski, CFO

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. The Car Share program is available for those wishing to use non-University vehicles.

B. POLICY STATEMENT:

- 1) **University Vehicles.** University vehicles are assigned to designated University departments for University business use only.
- 2) **Department Responsibilities.**
 - a. Departments that are assigned a University vehicle are responsible for ensuring that a driver’s driver licenses is valid.
 - b. Departments must develop their own internal procedures for the operation and maintenance of assigned vehicles.
- 3) **Driver Responsibilities when Using University Vehicles.**
 - a. The driver is responsible for the vehicle released to his/her control until the vehicle is returned to the responsible department.
 - b. The driver is responsible for any fines or traffic violations incurred while the driver has possession of the vehicle.
 - c. The driver may not take the vehicle outside of the State of Florida, unless otherwise authorized by the department head.
 - d. Vehicles may not be used for trips requiring removal of the vehicle from its usual base of operations for more than three calendar days, unless otherwise authorized by the department head.
 - e. The driver must operate the vehicle in compliance with all applicable federal, state or local laws and ordinances.
 - f. 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.
 - g. Hitchhikers are not permitted to ride in the vehicle.
 - h. Drivers and passengers may not smoke in the vehicle at any time.

- 4) **Insurance on University Vehicle.** If the University vehicle is damaged by a third party, the driver must contact the office of the Chief Financial Officer 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.
- 5) **Vendor-Contracted Car Share Program.** Members of the University community may participate in the on-campus car rental program by contacting the Bursar's office and must comply with any additional requirements.
- 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 Environmental Health and Safety Services and to Risk Management as quickly as possible. When possible, the police accident report number, the officer's name and the name and address of the other parties involved should also be reported.
- 9) **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>1.0039P</u>	
Initiating Authority	Date
Policies & Procedures Review Committee Chair	Date
President/Designee	Date
Approved by FPU BOT, if required	Date
EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL	