**3356-4-18 Use of university vehicles.**

Responsible Division/Office: Finance and Business Operations

Responsible Officer: VP for Finance and Business Operations

Revision History: September 2013; September 2018; June 2023

Board Committee: Finance and Facilities

**Effective Date:** **June 22, 2023**

Next Review: 2028

(A) Policy statement. Motorized 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 motorized vehicles as defined herein.

(C) Definition.

(1) “University vehicle” - a vehicle that is either owned or leased as part of the university’s motor pool, including but not limited to automobiles, passenger vans, golf carts, and utility vehicles. 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.

(D) Business use of vehicles.

(1) University vehicles are to be used solely 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.

(6) To ensure safety and inventory-control, all university vehicles must be approved by and purchased through the university’s motor pool office, under the purview of university facilities and support services.

(7) Vehicles that are donated to the university must be inspected and approved by the university’s motor pool office prior to the university accepting any such donation. Vehicles accepted as gifts to the university shall be registered with the university motor pool.

(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) The number of persons that may be transported in a university vehicle shall not exceed the vehicle’s maximum capacity. Wherever applicable, all persons riding in a university vehicle must wear 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 purchase and/or use may be liable for the repayment of costs incurred and/or damages that might occur and may be subject to discipline up to and including termination.