



# OGLETHORPE

UNIVERSITY

## University Vehicles - Use Policies

Updated: Sept. 1, 2017

1. Authorized drivers: Only individuals on Oglethorpe's official authorized driver list are authorized to operate any University vehicle (owned or rented in the name of Oglethorpe for University business use). Being on this list is a privilege, and the University may remove a driver from the list at its sole discretion. The following requirements must be met for an individual to be included on this list (maintained by Human Resources):
  - a. Be an employee of the University (and approved by their supervisor to be eligible to operate a University vehicle). Non-employees may be added to the authorized driver list only if approved in writing by the Director of Human Resources, and only upon meeting all of the requirements herein;
  - b. Be at least 21 years of age with a valid driver's license;
  - c. Pass Department of Motor Vehicles (DMV) checks to the satisfaction of the University in its sole discretion;
  - d. Any driver (or their supervisor if so notified) must report any change in license status or driving record to Human Resources immediately.
2. Departments wanting to use a University vehicle must provide their own driver from the authorized driver list as outlined above.
3. Vehicles will be checked out for authorized University business use involving transportation of groups only. Use of a University vehicle for personal use including for commuting between home and campus is prohibited.
4. Vehicles must be checked out for each trip or event from the Physical Plant, and returned with keys as scheduled and as instructed. There may be others scheduled to use the vehicle so it's imperative to return the vehicle to the Physical Plant on time.
5. Vehicles are checked out on a first come, first serve basis. Reservations at least a week in advance are strongly recommended for known trips where trip details have been finalized. There is no guarantee that last minute requests can be fulfilled.
6. Drivers of University vehicles are required to abide by any restrictions associated with their driver's license and to adhere to posted speed limits and traffic laws. Seat belt utilization is required of all drivers/passengers in Oglethorpe vehicles.
7. Use of the following are strictly prohibited: cell phones or any other devices by drivers of Oglethorpe vehicles while the vehicle is not in a safe, parked position; use of drugs or alcohol related in any way to the operation of an Oglethorpe vehicle; use of audio/video while the vehicle is in operation in a manner that may be distracting to the driver.

8. Vehicle return: Vehicles must be re-fueled prior to drop off at the Physical Plant. All trash and personal items must be removed either before or when the vehicle is returned. All windows should be closed, all doors locked, all lights turned off, and the vehicle keys should be put through the drop box at the Physical Plant.
9. The Physical Plant must be notified immediately of: (a) any incident or accident during the trip with a University vehicle and resulting damages/injuries; and/or (b) any known or suspected maintenance issue with the vehicle including dashboard warning lights, dents and issues with tires.
10. All drivers of University owned or rented vehicles who receive traffic violations are responsible for payment of any resulting fines or penalties. Any such traffic violations received should be reported to Human Resources within 24 hours of the incident.

My signature below indicates that I have read, accept, and agree to abide by all of the terms and conditions of this Vehicle Usage Policy and agree to be bound by it.

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by:

Supervisor Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_