



Policy Title: **Official Use of University Vehicles**

Policy Number: PS 415

Purpose of Policy: To enable authorized individuals access to university vehicles for the conduct of university business.

Applies to: All BU employees

Policy Statement:

1. Personnel authorized to operate vehicle(s): Operation of university vehicles shall be restricted to those persons designated by the Vice President for Administration. Such designees must be properly licensed as evidenced by a current operator's license. The Vice President for Administration shall establish procedures which govern how and when vehicles may be requested.
2. All University vehicles will be used only by authorized drivers and only for official University business.
3. An employee must have a valid driver's license, be an approved driver, carry personal auto insurance, abide by the University's Safe Driver Policy (PS 425) and meet the car rental agency requirements in order to rent a car for University business.
4. Individuals using university vehicles are expected to strictly obey all traffic laws and rules of the road. Safety will always be a prime consideration.
5. Authorized vehicle users will notify the VPA office within 48 hours of any moving traffic violation and chargeable accident in which they are involved.
6. Personnel using university vehicles will leave written notification at the Communication Center, when they turn in their keys, of any defect noticed when they were using the vehicle. The Communications Center will, in turn, notify the Director of Maintenance as soon as practical.
7. Individuals on university business are generally expected to use university vehicles if available, rather than personally-owned vehicles. Refer to the University's Travel Policy (PS 416) for further policies on employee travel by car.

6. University vehicles designated for maintenance use will be used exclusively by personnel assigned to the Maintenance Department.

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Supporting Documentation: Employee Handbook, PS 416 (Travel Policy), PS 425 (Safe Driver Policy)

Keywords: vehicle, University vehicle, driver

Responsible Office: Vice President of Administration

Contact Information: Vice President of Administration  
402-557-7075

Approved by: Dr. Mary Hawkins

Effective Date: November 1, 2017

Review Cycle and Dates: This policy statement supersedes previous versions of PS 415, dated September 1, 1996 and January 1, 1999.

APPROVED:

/signed/  
Dr. Mary Hawkins, Bellevue University President

October 6, 2017  
Date