

## University Fleet Vehicle Usage Policy

Effective Date: January 13, 1992  
Revised: January 9, 2017  
Issued by: Finance & Administration  
Contact: Facilities Management, 814-393-2113 or 814-393-2029

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**Purpose:**

To define policies and procedures for the issuance of University vehicles

**Policy:**

In accordance with CUP Travel Regulations, personnel authorized to operate University vehicles must satisfy three basic requirements.

1. They must be on the University payroll.
2. They must possess a valid Pennsylvania Driver's License and present same to the Facilities Management Department prior to operating any University vehicle.
3. The vehicle must be operated for the purpose of official University business only.

Under no circumstances may an employee whose license has been suspended or revoked be authorized to drive his or her personal and/or University-owned automobile for official business during the period of suspension or revocation.

University vehicles shall be used only in connection with official University business. Only persons on official University business may ride in a University vehicle. Persons who are not University employees are not permitted to ride as passengers, unless their presence in the vehicle is a part of the official business for which the vehicle is being operated and they are authorized to travel by having their name recorded on a Travel Approval Request Form. Exceptions must have the approval of the Vice President for Finance & Administration or designee.

**Work/Study Student Status:**

Although Work/Study students may satisfy the above requirements, the University further requires that a full-time employee who carries approving authority and satisfies the requirements described above accepts responsibility for a vehicle operated by a Work/Study student.

Damage to University vehicles that may occur during use are subject to investigation by law enforcement authorities having jurisdiction in the location where the damage occurs as well as the University's Public Safety Department. Liability for proven negligence, vehicle abuse or unsafe vehicle operation is the operator's responsibility.