



PERMANENT MEMORANDUM 21 USE OF UNIVERSITY AUTOMOBILES AND TRUCKS

POLICY DIGEST

Monitoring Unit: Finance & Administration
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Campus Heads are hereby directed to establish for each campus rules and regulations for the use of University-owned automobiles, trucks or other motor vehicles.

Such rules and regulations shall prescribe the following restrictions on the use of University-owned vehicles:

- A. No unauthorized personnel are to be transported in University vehicles at any time. This applies to families of employees, hitchhikers and the like. Students are authorized to drive University vehicles only when employed by the University.
- B. When not in use University vehicles are to be parked or stored on University property. The only exception to this rule is when out-of-town trips are made and return is after 8:00 p.m. or departure is prior to 7:00 a.m. In cases of late arrival the car may be taken home and returned to the campus at 8:00 a.m. the following day. In cases of early departure the car may be taken home at 5:00 p.m. It is requested that these cases be held to a minimum and that appropriate prior clearance be obtained.
- C. University vehicles shall not be used in a manner that could lead or indicate to an observer that such vehicles are being used for commuting purposes. For example, if a faculty member or a research worker requires the use of a University-owned automobile in connection with a research project or other approved activity, he shall use his own means of transportation to get to the campus. Then he may requisition use of a University vehicle which shall not be used as transportation for returning to his home for lunch or to home at the close of the work day.
- D. All University vehicles must be clearly identified with the official University decal on each side in accordance with State law. Public license plates shall be used on all such vehicles.

The rules and regulations should emphasize that the use of a University-owned vehicle is a privilege and a public trust and the user of such vehicle assumes full responsibility for adherence to the stated rules and regulations.