

# UM-ST. LOUIS VEHICLE MAINTENANCE AND USE POLICY

## Use of University Vehicles

Use of University-owned vehicles is limited to faculty and staff members or, when to the advantage of the University, to students or guests. University-owned vehicle may be used only during the conduct of Official University business.

## Drivers of University-Owned Vehicles

The person to whom the vehicle is assigned must be at least 16 years old and have a valid driver's license, or be at least 18 years old and have a valid chauffeur's license. See 6:085 Commercial Driver's License for information pertaining to drivers of University-owned vehicles which weigh over 26,000 pounds or haul hazardous materials or transport 16 or more passengers, including the driver.)

**Required Approval** – The supervisor or administrative head of an organizational unit which has administrative custody of a University vehicle is responsible for:

- Ascertaining that the person to whom the vehicle is assigned meets the license requirements.
- Tracking an employee's license expiration date; following the schedule, notifying and providing an application for a commercial driver's license.
- Determining that the vehicle is used only for Official University business.
- Reviewing and approving the request for assignment of a University vehicle to staff, Students or guests in order that such drivers may be protected under the provisions of University liability insurance.
- Inspecting vehicles for damage and cleanliness.
- Assuring vehicles are properly maintained according to vehicle maintenance policy.

**Authorized Passengers as Drivers** – Authorized passengers are permitted to assist in the driving of a University vehicle if they are properly licensed to drive in accordance with the above provision.

## Authorized Passengers

Passengers in University vehicles must be faculty members or staff members, students or guests of the University traveling on official University business.

## **Personal Use Prohibited**

Personal use of a University vehicle is not permitted. This includes:

- Any trip or portion of a trip which is made for the purpose of participating in an activity or function that is not official University business.
- Any trip or portion of a trip for which the expenses are not reimbursable by the University.
- Any trip or portion of a trip which is made to transport an unauthorized passenger.

## **Traffic Violations**

The University is not responsible for traffic violations by drivers of University-owned vehicles.

**No Smoking** -- Drivers and passengers are not allowed to smoke in University-owned vehicles.

## **Seat Belts**

All drivers and passengers shall wear seat belts in any University vehicle which is with passenger restraints (seat belt assemblies of the lap or lap/shoulder design). No vehicle shall be operated when the number of occupants exceeds the number of passenger restraints available.

**Compliance** -- Each driver and passenger is responsible for complying with this policy. Supervisors should ensure compliance by monitoring their employees' use of set belts. Failure to comply with this policy may result in disciplinary action.

## **Insurance**

Authorized drivers of the University ground vehicles used in the conduct of official University Business are insured by the University against bodily injury and property damage liability.

## **Parking**

University-owned vehicles which are not being used for out-of-town trips are to be returned each night to their usual parking places on campus.

**Out-of-Town Trips --** When a University vehicle is being used for an out-of-town trip for which the scheduled departure time is before 8:00 a.m., the vehicle may be taken to the home of the driver on the evening before the trip, provided the vehicle can be safely parked during the night. Any vehicle arriving from an out-of-town trip after 5:00 p.m. may be taken to the home of the driver and returned to its usual parking place on the campus the following morning.

**NOTE:** Any University-owned vehicle taken to the home of the driver under the above circumstances is not to be used for personal business or to transport an unauthorized passenger even as part of the trip to or from the campus.

### **Vehicle Maintenance Policy**

The vehicle maintenance policy is as follows:

- All official vehicles will have a Missouri Motor Vehicle Inspection and Emissions Testing every two years as required by law.
- Vehicles will receive preventative maintenance (to include but not limited to checking/replacing fluids, tires and worn or damaged parts) at 6 months or 5000 mile intervals which ever comes first.
- All vehicle logs and billing statements will be maintained by Automotive Services.
- All maintenance will take place at the vendor who is awarded the contract for service unless authorized by Automotive Services.
- On an annual basis all official vehicles will be inspected by the supervisor of Automotive Services for policy compliance.