

**Issued:** May 22, 2006

**Responsible Official:** Executive Vice President and Chief Operating  
and Financial Officer

## **POLICIES**

**Responsible Office:** Chief Financial Officer

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### **Policy Statement**

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#### **Policy Statement**

Motor vehicles are maintained by The University of Memphis to facilitate official University business. It is the responsibility of all employees who operate University vehicles to ensure the safe, efficient, and economical utilization of such vehicles. All University vehicles shall be used in accordance with the provisions of this policy.

Only University employees with proper departmental authorization may operate a University vehicle. Responsibility to approve requests by employees for the use of University-owned or leased vehicles is delegated to Department/Activity Heads. Authorization to use a University vehicle shall be limited to official use within the scope of employment of the employee.

Operators of University vehicles must be employees of the University and possess a valid operator's license issued by the state of the operator's legal residence. A commercial driver's license (CDL) may be required for the operation of some vehicles, and CDL operators are subject to random drug testing by the state.

Operators of University vehicles will observe all parking and traffic regulations on and off campus. Operator and passenger(s) shall keep safety belts fastened at all times the vehicle is in motion. Utility vehicles will follow designated routes on campus and will yield to pedestrians.

Passengers in University vehicles shall be limited to the following:

- University employees when within the scope of employment;

- University students engaged in institutionally sponsored activities; and
- other persons when there is a business necessity for them to accompany an employee on official business or as guests of the University.

Employees who misuse vehicles will be subject to disciplinary sanctions, depending upon the magnitude of the misuse and the frequency with which it has occurred.

A notice of liability and penalties for misuse of motor vehicles will be posted at the site where vehicles are normally checked out, and contained in each vehicle for the benefit of drivers. See "Penalties for Misuse of Vehicles" section in this document.

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### **Purpose**

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This policy outlines the rules governing the acquisition, operation, maintenance and disposal of University vehicles.

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### **Definitions**

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#### **University vehicle**

Any motor vehicle, including utility vehicles (golf carts, gators, etc.) owned by the University, or purchased or leased with University funds.

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### **Procedures**

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#### **Acquisition of University Vehicles**

Acquisition of University Vehicles will follow established procedures for expenditures from funds administered by the University regardless of whether the funds arise from State or Federal appropriations, student fees, gifts, grants, endowments, research contracts or other sources.

Due to safety concerns, future purchase of 15-passenger vans is prohibited. Drivers of existing 15-passenger vans should familiarize themselves with safety concerns and possible driving hazards of these vans. Further, rear seats should be removed to restrict capacity to twelve passengers.

See University of Memphis Procedure on Procurement Services for details.

**Identification of University Vehicles**

All University vehicles will be marked in accordance with the current University Brand Standards. The Property Section of the Accounting Office will apply University seals to University vehicles as appropriate. The Property Section will also assign a University vehicle identifying number to every University vehicle; this number must be displayed on any vehicle which does not bear a license tag.

**Penalties for Misuse of Vehicles**

Employees who misuse University vehicles will be subject to disciplinary sanctions, depending upon the magnitude of the misuse and the frequency with which it has occurred. Misuse includes, but is not limited to, any of the following:

- Utilization of radar detection devices in University vehicles (except in police cars);
- Violations of traffic laws; this includes exceeding posted speed limits, reckless driving, and illegal parking;
- Careless operation that results in damage to the vehicle or injury to persons or property;
- Use of a vehicle for personal business or unauthorized commuting purposes; or
- Use of a vehicle contrary to the provisions of this policy.

In the event an employee misuses a University vehicle, he or she will be subject to one or more of the following penalties: written reprimand or warning, suspension without pay, dismissal, and/or payment for damages to the vehicle.

Discipline of employees for misuse of University vehicles is the responsibility of the employee's immediate supervisor, in consultation with Human Resources. **Failure to monitor and discipline subordinates for violations of this policy can result in negative job action for the supervisor.**

**Departmental Responsibility** Responsibility for University vehicles belongs to the University department or unit authorizing its use. This responsibility includes, but is not limited to:

- Ensuring that all authorized drivers within their department or program know and understand all applicable University policies regarding use of University vehicles.
- Ensuring that all authorized drivers within their department or program maintain a valid driver's license/endorsement for the type of vehicle being used and meet all other requirements.
- Ensuring that any driver who has had a disqualifying action taken against his/her driver's license or Certificate (e.g., DMV suspension or revocation) is not permitted to drive University Vehicles. Drivers' license checks are conducted regularly by Human Resources to ensure compliance.
- Ensuring that vehicles are maintained in good working order (see Maintenance of University Vehicles section in this document).
- Ensuring that the appearance of vehicles reflects positively on the University.

It is recommended that a duplicate key be delivered to Physical Plant Lock Shop for use in emergencies.

**Vehicle Documentation**

Upon receipt of vehicle, all original paperwork (Application for Certificate of Title and Registration, Affidavit As to Ownership and Use, Vehicle Description and Assignment Record, original invoice showing purchase price, original Odometer Disclosure Statement and original Certificate of Origin for a Vehicle) should be delivered to the Property Section of the Accounting Office for use in filing for the license tag and title.

Responsibility for maintaining current and accurate vehicle data (title) shall reside in the Property Section of the Accounting Office in accordance with Procedure 2D:01:01H, Inventory and Control Program for University-Owned Equipment.

**Notice of Liability and Penalties for Misuse of Vehicles**

The following notice of liability and penalties for misuse of motor vehicles shall be posted at the site where vehicles are normally checked out, and shall be contained in each vehicle for the benefit of drivers:

**NOTICE OF LIABILITY AND PENALTIES FOR MISUSE OF MOTOR VEHICLES**

In the case of accidents involving employees of the University operating State vehicles, claims may be made against the University only through the Tennessee Claims Commission. Claims against the State filed with the Claims Commission shall operate as a waiver of any cause of action, based on the same act or omission, which the claimant has against any State officer or employee. The waiver shall be void if the Commission determines that the act or omission was not within the scope of the officer or employee's office or employment. State employees are absolutely immune from liability for wrongs which occur within the scope of the officer or employee's office or employment. In the event an employee misuses a State vehicle, he or she will be subject to one or more of the following penalties: written reprimand or warning, suspension without pay, dismissal, or payment for damages to the vehicle."

**Fuel for University Vehicles**

Fuel for operation of University vehicles is the responsibility of the University department or unit authorizing their use. Fuel may be obtained from the fuel pumps located behind the main Physical Plant building by requesting a fuel key for each vehicle owned or leased by a University department. The request should be submitted via e-mail or hardcopy to Physical Plant's Business Office with the following information: type of vehicle, make & model, tag number, vehicle number, department responsible for the charges, department budget number and the type of fuel (diesel or unleaded). Only vehicle operators who have obtained a security code with the Business Office will be able to activate the fuel pumps. Once a month, the department is billed for the fuel usage.

Fuel may be obtained off campus with an authorized fuel card obtained from Procurement Services. Requests for fuel cards should specify type of vehicle, make & model, tag number, vehicle number, department responsible for charges, and account number, and can be submitted via e-mail. Location of

participating gas stations can currently be found on the Fuelman web site at <http://www.fuelman.com/>.

**Maintenance of University Vehicles**

Maintenance of University vehicles is the responsibility of the University department or unit authorizing its use. If a vehicle is under warranty, repairs covered by the warranty should be handled by the dealer. For other maintenance, contact Procurement Services for a list of area businesses under contract to provide repairs and maintenance, or use the fuel card issued by Procurement Services for general maintenance care such as oil changes, car washes, glass replacement, towing services, tires and transmission service. Maintenance sites under contract can currently be found on the Fuelman web site at <http://www.fuelman.com/>.

**Disposal of University Vehicles**

See University of Memphis policies on [BF4027 - Disposal of Surplus Property](#) and [BF4025 - Equipment Inventory](#) for appropriate action to be taken when vehicles are lost, stolen, destroyed, or when ready for trade-in or surplus.

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**FAQs**

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**What about insurance on university vehicles?**

University employees who regularly make use of State-owned vehicles should contact their own insurance agents, if coverage is desired, to obtain a rider for liability coverage insuring them personally when operating a State vehicle (the University does not reimburse employees for this insurance). See University policy on Insurance - Property, Liability, and Other.

**Who do I contact for further information?**

For information related to the acquisition, maintenance, and disposal of vehicles, contact the University's Procurement Services Department (on the web at <http://bf.memphis.edu/purchase/> or by email at [purchasing@memphis.edu](mailto:purchasing@memphis.edu)).

For information regarding how to obtain a “fuel key” to permit use of University fuel pumps, contact Physical Plant's Business Operations by email at [pp@memphis.edu](mailto:pp@memphis.edu).

For other questions related to this policy, contact the Office of the Chief Financial Officer by email at [cfo@memphis.edu](mailto:cfo@memphis.edu).

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**Links**

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**University Insurance Policy**     <http://policies.memphis.edu>

**University Procurement and Contract Services policy**     [BF4007 - Procurement and Contract Services](#)

**University Equipment policy**     [BF4025 - Equipment Inventory](#)

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**Revision Dates**

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BF4006 - Supersedes UM1440  
UM1440 Rev.1 -- updated May-22-2006

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**Subject Areas:**

Academic	Finance	General	Human Resources	Information Technology	Research	Student Affairs
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