

Policy 3-215: University Motor Vehicles

Revision 5. Effective date: September 14, 2010.

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I. Purpose and Scope

A. Purpose.

In order to maintain a safe and healthful environment this policy sets forth the intent of the University of Utah with respect to acquisition, ownership, assignment, maintenance, and use of motor vehicles.

B. Scope.

[reserved]

II. Definitions

The following definitions apply for the limited purposes of this policy and any associated regulations.

A. Motor Vehicle - motorized vehicle capable of carrying passengers. Motor vehicle includes golf cards, forklifts, construction equipment, etc.

- B. University Motor Vehicle - any motor vehicle owned, operated, or leased by the University of Utah; any other vehicle so designated by the vice president for administrative services.
- C. Official University Business - the authorized activities of university employees, students, and designated agents related to approved programs and functions of the university and its colleges, departments, operating units and related organizations.
- D. Authorized Carrier - a common or contract carrier regulated by the Public Service Commission or Interstate Commerce Commission or successor agencies.
- E. Fleet Services - the University of Utah department which has been assigned the responsibility for the management and operation of university motor vehicles.
- F. Vehicle Donation - a vehicle that is donated to the University for the purpose of resale or to be placed in service for university business.
- G. Idling - vehicle engine is running while the vehicle is stationary or the piece of equipment is not performing work.
- H. Expansion vehicle - a vehicle that is new to the university vehicle inventory, thus increasing the total number of vehicles owned, operated or leased by the University.
- I. Drivers Eligibility Board. - the panel formed for the purpose of determining state vehicle driving privileges.
- J. University Police - the law enforcement agency with jurisdiction for traffic accident investigations on campus.
- K. Environmental Health and Safety - the University of Utah department assigned responsibility for chemical and biological program management on campus.
- L. Risk and Insurance Services - the University of Utah department assigned responsibility for insurance management and driver safety education on campus.

- M. University Surplus and Salvage - the University of Utah department assigned responsibility for managing operations involving resale of university property, purchased or donated.

III. Policy

- A. Ownership, acquisition, maintenance, licensing and disposal of vehicles shall be administratively managed by the university Fleet Services.
- B. University motor vehicles shall be used only for official university business purposes.
- C. Operation of university motor vehicles is limited to persons who are authorized by college or department administration to use a university vehicle, and who are (1) employees of the university or registered students, (2) at least 18 years of age, and (3) possess a valid Utah operator's license, except that authorized nonresident students over 18 years of age may operate a university motor vehicle if they possess a valid operator's license from the state or country of their residence.
- D. University vehicles and equipment are prohibited from idling except under certain pre-determined conditions (Further information is available in Rule 3-215, Section III.E.10. University Motor Vehicle Rules).
- E. Drivers of university vehicles shall be personally responsible for fines, forfeitures of bail, or other penalties based upon parking and traffic violations and citations or other infractions or violations of law involving the use of university motor vehicles.
- F. The privilege of driving university motor vehicles may be suspended or permanently revoked for repeated traffic citations, at-fault accidents, or for the unauthorized use of university vehicles.
- G. All motor vehicle accidents must be promptly reported and subsequent repairs completed within 90 days, except for cases as approved by Risk Management or Fleet Services.

Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.

IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources

- A. Policies/ Rules.
 - 1. Rule R3-215A: University Motor Vehicles
- B. Procedures, Guidelines, and Forms. [*reserved*]
- C. Other Related Resources. [*reserved*]

V. References

- A. Policy 5-310, Accident Reporting Procedure
- B. Utah Board of Higher Education Policy R556 Transportation in Campus Vehicles
- C. Utah Administrative Rule, R-27, Fleet Operations
- D. Utah Code Annotated 1953, Section 41-7-1.5 Vehicle Identification
- E. Utah Code Annotated 1953, Section 41-1-44.1 Vehicle Registration
- F. Utah Code Annotated 1953, Section 41-1-49.7 Vehicle Registration
- G. Utah Division of Air Quality: Choose Clean Air Program: Idle Free Utah
- H. Utah Indoor Clean Air Act Statute and Rule, UC 26-38-3(1)

VI. Contacts

The designated contact officials for this regulation are:

- A. Policy Owner(s) (primary contact person for questions and advice): Manager of Fleet Services
- B. Policy Officer(s): Vice President for Administrative Services

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

VII. History

Revision History.

A. Current version. Revision 5.

1. Approved by the Academic Senate on August 30, 2010, and the Board of Trustees on September 14, 2010, with effective date of September 14, 2010.
2. Legislative History
3. Editorial Revisions

B. Previous versions.

1. Revision 4. Effective Date. March 11, 1991

C. Renumbering

1. Renumbered from Policy and Procedures Manual 5-3.