

POLICY & PROCEDURES MANUAL
WAYLAND BAPTIST UNIVERSITY

Classification Number: 5.3.2

Revised: August 14, 2017

SUBJECT: USE OF UNIVERSITY VEHICLES - PLAINVIEW CAMPUS

The university maintains vehicles to be used for necessary travel in the conduct of official university business. To request the use of a university vehicle, a [Transportation Request Form \(attachment A\)](#) must be completed and submitted along with the [Official Travel Form, \(policy 3.2.5,attachment A\)](#). After budgetary approval, the Transportation Request Form shall be forwarded to the Office of Property Management for use in scheduling an appropriate vehicle. In the event that a vehicle is not available for the time period requested, the requester will be notified immediately. If the requester cancels the trip or if the vehicle is no longer needed, the requester must notify the Office of Property Management immediately so as to permit other use of the vehicle. A fee may be charged if appropriate cancellation is not made in a timely manner.

Use of vehicles is subject to the following conditions:

1. Vehicles must be picked up at the Wood Building. Special arrangements may be made through the Office of Property Management to pick up vehicles for travel beginning at other than normal working hours.
2. A mileage amount is charged and covers all vehicle operating costs, with the exception of a paid driver. The mileage charge is established each fiscal year in conjunct in cohT24 Tf1 0 0 1 98.304 395d 1 5(i)6(8)t

2. Drivers shall determine that all occupants are properly restrained in the vehicle before the vehicle is moved.
3. Use of tobacco is prohibited in university vehicles.
4. All state laws concerning vehicles must be observed.
5. The use of prescription drugs that cause drowsiness, illegal drugs, or alcohol while operating or before operating a vehicle is prohibited.
6. Personal use of a university vehicle is prohibited unless approved by the vice president of enrollment management. Personal use of permanently assigned vehicles shall be governed by the employment of that person.
7. Drivers should report any problems encountered with the university vehicles to the Office of Property Management, so necessary repairs may be made.

4. Get help. Use nearby phone or send reliable passerby. Notify your supervisor and the police. Give location and nature of accident as accurately as possible.
5. Make no statement or admission of fault about the accident to anyone except the police, your employer, and your insurance carrier.
6. Secure as much information as possible regarding the parties involved.

Failure to abide by vehicle use policy may result in the loss of vehicle use privilege.

Contact for Interpretation: Vice President of Enrollment Management

This policy statement supersedes all previous policy statements on this subject.

Revisions:

- 08/14/2017 - Revision-title changes
- 04/25/2007 - Review
- 10/01/2004 - Revision-title change
- 11/07/2003 - Revision-layout change
- 05/01/2003 - Revision-restructured
- 01/18/2002 - Revision-layout change
- 09/15/2001 - Reissue as 5.3.2
- 09/15/2001 - Revision-title change
- 12/15/1995 - Revision-title and language change
- 05/25/1993 - Inception as policy 7.1.1