

 <p><b>Category:</b> Property/Financial</p> <p><b>Policy applicable for:</b> Faculty/Staff</p>	<p><i>Policy Title:</i></p> <p><b>Motor Vehicle Use</b></p> <p><b>Effective Date:</b> 09/13/2016</p> <p><b>Prior Effective Date:</b> mm/dd/yyyy</p> <p><b>Enabling Act(s):</b> Ohio Revised Code University Board Rule 60-17-11</p>	<p><i>Policy Number:</i></p> <p><b>6.3.1</b></p> <p><b>Policy Owner:</b> Sr. VP for Administration and Finance</p> <p><b>Responsible Office(s):</b> Facilities Management Risk Management &amp; Insurance</p>
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## Background

The risks associated with motorized vehicle use are high, both in monetary and human costs. A motor vehicle policy is an essential management tool for this exposure. Ohio Revised Code supports the University of Cincinnati's adoption of a policy that includes requirements for motor vehicles used for official university business and for authorized users of such vehicles. The purpose of the policy is to promote safe operation of motorized vehicles by university faculty and staff and to minimize the risks of unsafe, impaired or distracted driving to the community at large.

## Policy

The University of Cincinnati recognizes the need to provide motorized vehicles to authorized drivers for use in conducting official university business. Drivers are personally liable for any expenses incurred by violating motor vehicle operating laws or parking violations. All authorized drivers shall complete the Driver Registration and Authorization Form. The form is to be signed by the requesting authorized driver and submitted for approval to their department head or other authorized delegate. The requesting unit is to maintain a file of such authorizations.

## Definitions

### Authorized Driver

An "authorized driver" is: 1) any employee who operates a university-owned vehicle, university-rented vehicle or courtesy vehicle, or 2) any employee who operates an individually-rented vehicle or privately-owned vehicle and who regularly and routinely travels as part of his or her essential job duties for the university. Essential job duties are those fundamental tasks that an employee must discharge to meet the obligations of the position, or, in the alternative, those duties defined as essential by the employee's manager or other applicable University of Cincinnati policy, procedure or rule.

### Courtesy Vehicle

A vehicle provided to the university by an outside third party.

### Individually-Rented Vehicle

A vehicle rented directly by an individual domestically or internationally for official university business. See the university Travel Expenses Policy for additional information on domestic and international motorized vehicle rentals.

### University-Owned Vehicle

A vehicle purchased by an organizational unit through the university's Department of Transportation Services for official university business by an authorized driver or a list of authorized drivers in the organizational unit.

### University-Rented Vehicle

A vehicle rented locally (on a daily, weekly or monthly basis) by an organizational unit or individual through the university's Department of Transportation Services for official university business.

## **Requirements for University-Provided Vehicles and Individually-Rented Vehicles**

- Only authorized faculty, staff, students, affiliates, guests, volunteers and/or other passengers on university business may ride in university-provided vehicles.
- Use of university-provided vehicles will be limited by the organizational unit head or delegate.
- University-provided vehicles may only be stored off university property as authorized by the university's Department of Transportation Services' procedures.
- The use of portable electronic devices while driving on university business is prohibited, unless the portable electronic device is capable of "hands free" operation, which is permissible. This prohibition shall not apply to those in positions for which use of communications devices while driving is required, i.e. Public Safety Officers and then only to meet official university business requirements.
- Smoking is not permitted in a university-provided vehicle at any time.
- Successfully complete internet-based "Defensive Driving" training through University of Cincinnati Environmental Health and Safety.
- Authorized drivers must observe all applicable motor vehicle laws and ordinances.

### *Driver Qualifications*

- Drivers must have a valid United States or Canadian driver's license.
- Drivers must be eighteen years of age or older or the minimum age required by the rental agency.
- Drivers must be faculty, staff, student employee, affiliate, or volunteer of the university working in an official capacity for the organizational unit, or be a member of an academic program or recognized student organization who is authorized to use a university-provided vehicle in connection with an event of that student academic program or organization.
- Drivers must report to their supervisor if their driver's license is suspended, revoked or has limitations placed on its privileges.
- Drivers with suspended, revoked, or limitations to their license are prohibited from driving a university-provided vehicle.
- Driver's failure to self-report suspension, revocation or other limitation on driver's license may subject the driver to disciplinary action, up to and including termination.

### *Insurance & Accident Reporting*

For university-provided vehicles, the university maintains liability and comprehensive automobile insurance coverage on all university-provided vehicles. Questions about insurance coverage, or requests for additional or specialized coverage, should be directed to the Department of Enterprise Risk Management.

If a university-provided vehicle is involved in an accident, the driver must complete an accident report with local authorities. For purposes of this policy, an accident is defined as anything causing damage to persons or property.

Organizational units are required to report all accidents involving a university-provided vehicle to the university's Department of Transportation Services by the following business day or as soon as possible after the accident. Within two business days after the accident, a Vehicle Accident Report must be completed and returned to the university's Department of Transportation Services.

For individually-rented vehicles, the university maintains liability and comprehensive automobile insurance coverage on individually-rented vehicles in the United States. Travel expenses for additional rental insurance or collision damage waivers will not ordinarily be reimbursed, so on domestic rentals the insurance coverage should normally be declined. The university carries only excess foreign automobile liability insurance, and travelers to foreign countries are required to purchase local primary coverage offered by the car rental company. Questions about insurance coverage, or requests for additional or specialized coverage, should be directed to the Department of Enterprise Risk Management.

If an individually-rented vehicle is involved in an accident, the individual involved must complete an accident report with local authorities. The driver should notify driver's supervisor and Department of Transportation Services as soon as possible. Within two business days of accident, driver should complete a Vehicle Accident Report. For purposes of this policy, an accident is defined as anything causing damage to persons or property.

Organizational units are required to report all accidents involving an individually-rented vehicle to the university's Department of Transportation Services by the following business day or as soon as possible after the accident. Within two business days after the accident, a Vehicle Accident Report must be completed and returned to the university's Department of Transportation Services.

### *Repair and Damages*

All repairs or service requirements for a university-provided vehicle are provided by the university's Department of Transportation Services. Any damages to a university-provided vehicle that are not covered by insurance, as well as any organizational unit deductibles, will be billed to the unit in possession of the vehicle at the time the damage occurred.

All repairs or service requirements for an individually-contracted rental vehicle are provided by the rental agency. Any damages to an individually-rented vehicle that are not covered by insurance, as well as any organizational unit deductibles, will be billed to the unit in possession of the vehicle at the time the damage occurred.

If an employee incurs an excessive number of motor vehicle violations or accidents, or upon a severe or serious motor vehicle violation or accident, the university may take appropriate disciplinary action based upon university rule, policy, or other controlling agreement.

Departments and drivers are also expected to participate in the review of the accident by the Motor Vehicle Safety Committee, and to implement any recommendations arising from that review.

### **Privately-Owned Vehicles**

Privately-owned vehicles used for university business purposes are covered primarily by the vehicle owner's insurance. The university does not provide collision or comprehensive coverage for privately-owned vehicles. When using a privately-owned vehicle for university business purposes, the driver is solely responsible for ensuring that the motor vehicle's insurance coverage provides for insurance when using the vehicle for business purposes. In case of an accident, the university is not responsible for liability insurance or reimbursement of any deductible.

#### *Requirements*

While using a privately-owned vehicle for university business purposes, the driver shall not manually type or enter multiple letters, numbers, symbols or other text in a wireless communication device, or send or read data in the device, for the purpose of non-voice interpersonal communication, including texting, emailing and instant messaging.

#### **Procedures**

<b>UC Flex GL Account</b>	534200 (Transportation & Vehicle Expense)
	534201 (Vehicle Rental)
	534202 (Vehicle Fuel)

*Organizational units may institute policies more, but not less, restrictive than this policy (6.3.1) if desired.*

**Related Links:**

[Driver Registration and Authorization Form](#)  
[Travel Expenses Policy](#)  
[Enterprise Risk Management](#)  
[Motor Vehicle Use FAQs](#)

**Phone Contacts:**

Department of Transportation Services	556-4424
Department of Enterprise Risk Management	584-5042