

# OREGON INSTITUTE OF TECHNOLOGY

## Use of Vehicles for University Business

### OIT-60-010

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This policy establishes the parameters for using vehicles for officially sanctioned university business outside of a 20 mile radius from campus, which applies to faculty, staff and students.

#### Definitions:

1. "Vehicle" means cars, vans, trucks, and buses;
2. "State owned" means a vehicle owned by or registered in the name of the State of Oregon, the Board, or any institution.
3. "Hired vehicle" means a vehicle that is leased or rented by the State, the Board, or an OUS institution.
4. "Private vehicle" means a vehicle that is not a "state-owned vehicle" or a "hired vehicle" but that is used on state business. "Private vehicle" includes vehicles owned by employees, students, and others.
5. "University business" means any activity for which all or part of the expenses may be reimbursed by any unit, department, or program of the Department of Higher Education or officially sanctioned program consistent with the university's mission.
6. "Officially sanctioned program" means any program undertaken to further the instructional, research or service missions of the institution or designed to promote the cultural and physical development of students. Such programs include but are not limited to:
  - a. Academic department programs;
  - b. Co-curricular programs;
  - c. Intramural, recreational sports, club sports, and intercollegiate athletic programs;
  - d. Any student programs or activities identified by the President or designee. Examples of such activities include but are not limited to student government, student housing activities, activities sponsored by student organizations that are consistent with the institution's mission.

Requirements of All Travel:

All drivers must hold a valid driver's license and complete a Driver's Certification Form, which must be completed annually and submitted to director of Campus Safety. The Campus Safety Office reserves the right to contact the Department of Motor Vehicles to verify driving record and is responsible for maintaining a current list of all approved drivers.

Driver's certification may be declined for individuals with questionable driving records and/or citations for alcohol or other drug abuse, and/or who have been convicted of a major traffic offense.

Authorization for the use of a vehicle on university business must be approved in writing in advance by the appropriate supervisor or student group advisor. Rental of any vehicle larger than a full-size car requires prior approval through the appropriate Vice President.

Travel by private vehicle in lieu of a state owned or hired vehicle may be authorized in order to permit a combination of official travel with a holiday or weekend trip, vacation, or for other valid reason.

Passengers, other than one family member, are not permitted to ride in state owned vehicles unless they are participating in university business.

It is the responsibility of the driver of a vehicle to

- a. Ensure that there is an operable safety belt for every passenger and that it is in use at all times the vehicle is in motion.
- b. Operate the vehicle in a safe manner.
- c. Not exceed the posted speed limit.
- d. Avoid drowsiness by making frequent rest stops and/or using a certified relief driver on trips over 300 miles (one way).
- e. Report all accidents promptly.
- f. If driving a private vehicle, ensure that the vehicle:
  - i) has adequate insurance coverage
  - ii) has been maintained in a safe operating condition and has appropriate safety devices.

Any driver of a vehicle on university business exceeding the speed limit may assume the responsibility in case of an accident. Individuals who receive a police citation while driving a state owned or hired vehicle may be subject to disciplinary action and/or have driving privileges revoked.

In the event of an injury accident, immediately contact Campus Safety at 541.891.2143 or 541.885.0911 so that they can notify appropriate campus personnel. A complete report of all accidents must be filed as soon as possible with the Business Office, including an accident report from the responding law enforcement agency.

When a driver chooses to use his/her private vehicle on an authorized trip, the driver shall be reimbursed at the prevailing mileage rate approved by the Oregon State Board of Higher Education. Reimbursement is limited to the mileage that is traveled on officially sanctioned university business and other non-vehicle travel allowances. Information on travel policy and guidelines is available in the Business Office.

Additional Requirements for Student Travel:

In addition to the requirements above, student drivers must also complete the Driver Awareness Program prior to driving a state owned, hired or private vehicle outside the 20 mile radius from campus and a Trip Itinerary must also be completed and submitted to Campus Safety prior to departure on any trip. A faculty or staff advisor is encouraged to accompany students on every trip.

Student travel is subject to cancellation if unsatisfactory highway conditions or other conditions create an unacceptable risk to the health and safety of vehicle passenger(s). The faculty or staff advisor in consultation with Campus Safety will be responsible for determining when it may be unsafe to travel and will notify appropriate parties in a timely manner if travel is to be cancelled.

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Stats. Implemented: ORS 351.070

Recommended by:  
Administrative Council – May 17, 2006  
President's Council – June 6, 2006

Approved: Martha Anne Dow  
Martha Anne Dow, President

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