



Kutztown University Policy A&F-023

Use of University Vehicles

A. Purpose

This policy provides guidance for the safe operation of state vehicles. This policy also serves to ensure compliance with regulatory requirements.

B. Scope

This policy applies to all University employees: faculty, staff, temporary employees and student workers.

C. Definitions

1. State Vehicle: Vehicles owned, registered, and titled to Kutztown University utilizing Commonwealth of Pennsylvania blue license plates marked Official Use Only. For purposes of this policy the term, “university vehicle” is synonymous with state vehicle.
2. Vehicle Operator: University employee who is in possession of a valid driver’s license on official university business with the approval of his/her supervisor.

D. Policy

1. General Policy:

University vehicles are to be used by university employees for official university business. Vehicle operators will adhere to all state vehicular laws. Violations can result not only in traffic citations and fines, but also in the suspension of a driver’s privilege to operate a state vehicle.

2. Responsibilities:

All vehicle operators are personally liable for the immediate payment of all traffic and parking violations. No alcoholic beverages, illegal substances or smoking is permitted in university owned vehicles. Divisions are responsible for adhering to Standard Operating Guidelines (SOG) AF-02-100, Use of University Vehicles, which describes the procedures for operating state vehicles.

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3. Eligible Passengers:

University employees to include all faculty, staff, temporary employees and students. Commonwealth of Pennsylvania employees are also eligible.

4. Ineligible Passengers:

Family members, relatives, personal friends, or pets are not permitted in university owned vehicles.

5. Violations:

Failure to abide by this policy may result in, disciplinary action but not limited to, temporary or permanent suspension of an individual's privilege to use university owned vehicles.

E. Effective Date

July 15, 1988

Revised 01/23/2003

Revised 7/20/2007

Revised 9/22/2009

Revised 7/23/2013

Revised 7/16/2014

F. Approved By

F. Javier Cevallos

G. Amendments

2/9/09

7/16/2014: Revised purpose, scope and policy paragraphs; added two definitions and narrowed the focus of the policy.

H. Last Review

September 2009

August 2013

July 2014

February 2015