



UAR NUMBER:

TITLE:

ORIGINATOR(S):

INITIAL ADOPTION:

REVISION DATE(S):

AUDIENCE: (SELECT ALL THAT APPLY)

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

PURPOSE:

SCOPE:

DESCRIPTION (INCLUDE DEFINITIONS):


PROCESS


Student drivers must meet the following requirements:

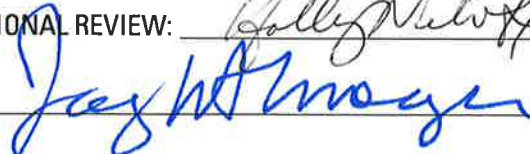
1. Student must be at least 18 years of age and be an employee of the University to drive a sedan (required for insurance purposes). To drive a 10 or 15 passenger University van, a student must be 21 years of age and follow all guidelines for van certification.
2. Student must fill out the Student Motor Vehicle Operator Applications in the presence of a faculty/staff member and attach a photocopy of a valid operator's license. A department head and a financial aid officer (to verify the student is on the University payroll for insurance purposes) must sign the Student Motor Vehicle Operator Application.
3. After the application is signed by a financial aid officer, it is forwarded to the MSU Police Department. The MSUPD checks the driving record and then forwards the approved name to Facilities Management.
4. Student must complete the Vehicle User Agreement form online and submit to MSUPD for approval.
5. The MSUPD sends the completed Vehicle User Agreement to the Office of Facilities Management to finalize the process. A copy of the agreement will be sent to the requesting department when the approval process is complete.

Only students who complete the process defined in this UAR will be eligible to operate University or Commonwealth of Kentucky vehicles.

APPROVED BY:

VICE PRESIDENT: _____  DATE: 7/09/18

APPROPRIATE INSTITUTIONAL REVIEW: _____  DATE: 7/09/18

PRESIDENT: _____  DATE: 7/9/18