



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):

I. GENERAL

Utilization of all University vehicles is the administrative responsibility of the Assistant Vice President for Facilities and Operations. The Motor Pool of Morehead State University operates under the official policies and procedures governing the use of State and University vehicles.

II. SCHEDULING

- A. The scheduling of all University vehicles is done on a first come, first served basis and booked through the Travel Office of Procurement Services.
- B. To request the use of a fleet vehicle, a completed Travel Request must be submitted and approved prior to the trip. If a vehicle is requested, the request is sent to the Travel Office of Procurement Services for scheduling and verified with the requesting employee. Approval of requests is provisional upon the requests meeting the following criteria: Officially scheduled University events such as class field trips, athletic events, musical and dramatic performance, workshops, seminars and conferences, University relations, and official administrative state business. In the event of a conflict regarding vehicle usage, such as when more simultaneous requests are received than there are vehicles available, the consideration will be given to the number of people served, the distance involved, and budgetary allowances. Also considered will be the following priorities: academic programs, athletic events, administrative state business, and student groups. If the conflict cannot be resolved by any of the above mentioned criteria, the Assistant Vice President for Facilities and Operations is empowered to make decisions determining vehicle usage.
- C. More information regarding the utilization of fleet vehicles may be requested by designated personnel of Procurement Services and/or the Assistant Vice President for Facilities and Operations. Correspondence, registrations, agendas, schedules, etc., may be required for clarification and support of the request for vehicle usage.

III. VEHICLE OPERATORS

- A. All vehicle operators shall be holders of valid operator's licenses and required to complete a Morehead State University User Agreement Form. Operators licenses will be checked for validity prior to the initial use of a vehicle and periodically (annually) during the year. The Vehicle User Agreement form is available on the Police Department web page under Forms. The form should be completed and submitted for approval at least two weeks prior to vehicle use.
- B. All vehicle operators shall be employees or agents of the Commonwealth of Kentucky:
 - 1. An employee is defined as any one receiving wages from the Commonwealth of Kentucky or Morehead State University.
 - 2. An agency of the Commonwealth of Kentucky is defined as "one who is authorized by the Commonwealth to act in its behalf, or to act for it." Only a department head of Morehead State University may designate an agent.
 - 3. Student driver, graduate or undergraduate, with valid operator's license and in compliance with University Administrative Regulation UAR 311.

APPROVED BY:

VICE PRESIDENT:  _____ DATE: 7/13/18

APPROPRIATE INSTITUTIONAL REVIEW: _____ DATE: _____

PRESIDENT:  _____ DATE: 7/13/18

DESCRIPTION (CONTINUED):

DESCRIPTION (CONTINUED):