



**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):**

RESPONSIBILITY: To define regulations and procedures for utilization of University passenger vans.

PROCESS:

**I. GENERAL**

- A. 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.
- B. The Office of Facilities Management will insure that all passenger vans are routinely inspected and maintained in a manner for safe operation by faculty, staff and students. The Office of Facilities Management shall continue to follow its current "Van Maintenance Schedule."

**II. SCHEDULING**

- A. The scheduling of all University vehicles is done on a first come, first served basis, based on the date and time the properly completed Travel Request Form is received by the Procurement Services' Travel office.
- B. To request the use of a fleet vehicle, a completed Travel Request must be submitted to the Procurement Services' Travel Office. 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.
- C. 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.
- D. More information regarding the utilization of fleet vehicles may be requested by designated personnel of Facilities Management 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 State Vehicle Use Agreement form. Operator's licenses will be checked for validity prior to the initial use of a vehicle and periodically (annually) during the year.

**APPROVED BY:**

VICE PRESIDENT:



DATE: 7/13/18

APPROPRIATE INSTITUTIONAL REVIEW:

DATE: \_\_\_\_\_

PRESIDENT:



DATE: 7/13/18

**DESCRIPTION (CONTINUED):**

**DESCRIPTION (CONTINUED):**