

OREGON INSTITUTE OF TECHNOLOGY

University of
Oregon
OIT-60-010

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.

Use of Vehicles for University Business

As soon as possible with the results of the accident report from the responsible person.

Travel

Student drivers must also complete the Driver

When preparing a travel itinerary, the driver is encouraged to

conditions of use of the vehicle, including highway conditions of other

weather conditions which it may be necessary to travel and will notify appropriate parties in a timely manner if travel is to be cancelled.

President's Council - House 3, 20006