

TENNESSEE STATE UNIVERSITY
SCHOOL OF AGRICULTURE AND CONSUMER SCIENCES

VEHICLE USE POLICY

PURPOSE

The purpose of this policy is to outline procedures for obtaining approval for use of a State Vehicle from the School of Agriculture and Consumer Sciences Motor Pool and to monitor the vehicles and equipment on a day-to-day basis to ensure they are maintained properly. The funds used to purchase these vehicles mandates they be used solely for Agriculture Research and Cooperative Extension activities.

GENERAL

Tennessee State University employees who travel on official University business may use a State Vehicle as the mode of transportation. All applicable rules of the State of Tennessee must be followed.

RESTRICTIONS – The following restrictions apply to operation of University owned vehicles and equipment:

1. Only a university employee can operate a university-owned vehicle or piece of equipment. The operator must have a valid Tennessee driver's license for the type of vehicle being operated on file in the School office. Part-time employees and Graduate Assistants are considered university employees.
2. Only authorized passengers engaged in official university business may be transported in a university vehicle. Passengers in university vehicles shall be limited to the following:
 - (a) Employees of the institution or school when within the scope of employment;
 - (b) Students of the institution or school engaged in sponsored activities; and
 - (c) Other persons when it is necessary for them to accompany an employee on official business or as a guest of the institution or school.

ALL MUST BE APPROVED BY THE DEAN OR HIS DESIGNEE

3. All university employees operating a university-owned vehicle or equipment are required to use proper safety procedures for that vehicle or piece of equipment as required by the manufacturer. The utilization of seat belts when the unit is in motion is mandatory.
4. University-owned vehicles are not to be used for personal purposes. Vehicles shall not be driven to and from an employee's home, except when approved by the Dean. Vehicles are to be parked at the designated approved spaces on campus when not in use.
5. Smoking is prohibited in all motor vehicles that are owned, leased, or operated by the State of Tennessee

MISUSE OF VEHICLES

Misuse of university-owned vehicles and equipment may include, but is not limited to:

1. Violation of traffic laws including the utilization of radar detection devices in university vehicles as well as exceeding a posted speed limits, reckless driving, illegal parking, etc.;
2. Careless operation that results in damage to unit or injury to persons; or
3. Use of a university owned vehicle or equipment for personal business or unauthorized commuting purposes.

Disciplinary action will be recommended by the Dean and forwarded to the appropriate university authorities.

FUEL FOR VEHICLES

Fuel for university-owned vehicles may be obtained only through an approved university fuel vendor. Emergency out-of-pocket expenses, such as towing or emergency repairs, will be reimbursed but must be accompanied by proper receipt identifying the vehicle and itemizing the services. Such expenditures must be of an emergency nature when immediate service is required and access to a State facility is not possible. Major repairs should be approved by campus officials prior to work being performed. Authorized drivers will be assigned a PIN and will be able to obtain fuel in university vehicles on campus and nationwide.

VEHICLE CHECK- OUT/ IN PROCEDURES:

1. Operator must have a signed Use of Motor Vehicle Form on file in the School Office.
2. When a student is traveling, the student must submit a Student Travel, Competition & Event Release form.
3. Submit an approved vehicle request form with attached copy of approved travel.
4. Pick up keys and vehicle management form for the assigned vehicle; report to the designated place.
5. Check vehicle for noticeable damage before and after usage.
6. Vehicles are to be returned at the time indicated on the request form. After 4:30 p.m., returned vehicles are to be parked in the University Security Complex parking lot located on Heiman Street and keys are to be returned to the designated person the next business day. In case of delayed return, please notify the administrative contact person

Vehicles should not be exchanged between persons or departments without proper approval.

Administrative Contact:

Elease W. Jolley

(615) 963-5825

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