



**RUTGERS POLICY
UNIVERSITY POLICY**

Section: ~~20.1.6~~

Section Title: ~~Administrative Policies, Procedures & Services~~

Policy Name: ~~Vehicle Use~~

Formerly Book: ~~6.3.5~~

Approval Authority: ~~Senior Vice President for Administration~~ Institutional Planning and Operations

Responsible Executive: ~~Senior Vice President for Administration~~ Vice President, University Facilities

Responsible Office: ~~University Facilities~~ Institutional Planning and Operations

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<u>Section #:</u>	<u>20.1.6</u>	<u>Section Title:</u>	<u>Administrative Policies, Procedures & Services</u>		<u>Formerly Book:</u> <u>6.3.5</u>
<u>Approval Authority:</u>	<u>Senior Vice President for Institutional Planning and Operations</u>		<u>Adopted:</u>	<u>9/1961</u>	<u>Reviewed:</u> <u>7/13/2016</u>
<u>Responsible Executive:</u>	<u>Vice President, University Facilities</u>		<u>Revised:</u>	<u>9/29/2000, 4/2013,7/1/2013; 7/31/2013; 10/10/2013 (Updated title); 7/13/2016</u>	
<u>Responsible Office:</u>	<u>Institutional Planning and Operations</u>		<u>Contact:</u>	<u>Dianne Gravatt,</u> <u>dgravatt@facilities.rutgers.edu</u>	

1. Policy Statement

University vehicles are to be used exclusively for official University business. Questions as to what constitutes official University business should be referred to the appropriate department head.

Operators of University vehicles are required to possess a valid driver's license, have two years driving experience, and have completed a defensive driving course. The requirement for completion of a defensive driving course may be waived for occasional drivers who are not transporting passengers.

The assigned driver is responsible for operating the vehicle in accordance with all vehicle, parking

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and traffic regulations. The assigned driver will be held responsible for resolving all traffic or parking citations issued while the vehicle is assigned to an individual's control.

2. **Reason for Policy**

To ensure that all departments who own and operate vehicles, operate them in compliance with all regulatory and maintenance requirements.

3. **Who Should Read This Policy**

Department Heads should read this policy.

4. **~~Related Documents~~ Resources**

For additional information, please visit the following web sites:

- ~~Facilities Maintenance Garage~~ — Automotive Maintenance for University Vehicles
<http://facilities.rutgers.edu/faculty-staff/fee-based/automotive-maintenance-for-university-vehicles>
<http://www.fms.rutgers.edu/FMSSupportService/AutoMaintenance.html>
- University Procurement Services - <http://purchasing.rutgers.edu/>

5. **Contacts Definitions**

~~Purchasing or University Facilities & Capital Planning. N/A~~

6. **The Policy**

~~20.1.6 VEHICLE USE~~

University vehicles are to be used exclusively for official University business. Use of University vehicles for personal use is strictly prohibited.

Departmental owners and operators of University vehicles are required to:

- Possess a valid driver's license
- Have two years driving experience
- Have completed a defensive driving course. The requirement for completion of a defensive driving course may be waived for occasional drivers who are not transporting passengers.
- The vehicle must meet all State of New Jersey requirements:
 - a Valid driver's license
 - b Valid New Jersey State Registration and Vehicle Licensing
 - c Valid insurance identification card
 - d Arrange for New Jersey State Vehicle Inspection
- Arrange for and payment of all preventative maintenance and required repairs. The vehicle is placed on a preventive maintenance program to include mechanical performance and auto body repairs.

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