

UNIVERSITY POLICY

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

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 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. Resources

For additional information, please visit the following web sites:

- Automotive Maintenance for University Vehicles <http://facilities.rutgers.edu/faculty-staff/fee-based/automotive-maintenance-for-university-vehicles>
- University Procurement Services <http://purchasing.rutgers.edu/>

5. The Policy

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.