

## State Vehicle Policy

### **Policy Statement**

This policy establishes the basic requirements and responsibilities for the safe operations of all University of Florida (UF) owned, leased or rented vehicles used to perform functions that support the mission of the University. The UF Police Department is exempt from this policy and may set its own policy for vehicle use.

### **Approved Vehicle Use**

All University-owned, leased or rented vehicles **may only be used for official University business, no personal use is allowed.** Vehicles are to be used by authorized drivers only and all State and local motor vehicle laws must be obeyed.

Employees and volunteers of UF are insured to use state vehicles while acting in the **course and scope of their employment** or **volunteer activities**. Volunteers are people who, of their own free will, provide goods or services to the UF (the named insured), with no monetary or material compensation as outlined in the [UF Regulation 3.0031: Finance and Administration; Volunteer](#).

### **Department Responsibility**

#### **Eligibility of Driver**

It is the responsibility of the individual department to confirm the validity of the driver's license of the employee or volunteer. Only those with a valid driver's license may operate a vehicle. Employees driving University vehicles, golf carts, all-terrain vehicles (ATV) or farm equipment must be at least eighteen (18) years of age and have a valid driver's license.

Operators that require a Commercial Driver's License (CDL) to operate a University vehicle are subject to the University [Commercial Motor Vehicle Operator Drug Testing policy](#).

#### **Insurance**

A copy of the University's automobile liability certificate is required by law to be kept in each vehicle. It is the assigned department's responsibility to update these certificates each July 1 when the coverage renews.

#### **Annual Inspections**

The department assumes the responsibility for the assigned University vehicles and must ensure the vehicles are maintained in safe operating condition. An annual comprehensive safety check inspection can be conducted by:

- a) For Alachua County facilities: UF Motor Pool mechanic, located on main campus
- b) For non-Alachua County facilities: A Certified Vehicle Inspector

It is the department's responsibility to ensure all vehicles not inspected annually by the UF Motor Pool are maintained and safe for operation whether they are used on or off public roads.

If a vehicle is no longer used or is no longer operable, it is recommended the vehicle be used as a trade-in for another vehicle or transferred to [UF Surplus](#) for disposal.

### **Tolls**

The University uses the [SunPass \(Prepaid Toll Program\)](#) to align with the conversion of the Florida Turnpike Enterprise to an all-electronic open-road tolling system. There are two options for departments to utilize the SunPass system and avoid any administrative fees:

- a) Purchase a transponder that can be used in more than one (1) vehicle
- b) Purchase a SunPass Mini which can be used in only one (1) vehicle

If the SunPass system is not utilized, toll-by-plate carries both a SunPass administrative fee for each day tolls are incurred and a University of Florida monthly administrative fee.

The [Property Custodian](#) for each department is responsible for tracking and maintaining any purchased SunPass equipment.

### **Training for Twelve (12) and Fifteen (15) - Passenger Van**

In compliance with [Environmental Health & Safety policy](#), departments will select and approve all operators of UF owned, leased or rented 12 and 15 passenger vans, and arrange for them to attend an approved van operator training session prior to operating the 12 or 15 passenger van.

### **Vehicle Use Record**

Departments that utilize University vehicles are required to establish a logging procedure to record University-vehicle use. A [Vehicle Use Record](#) may be used to comply and should include identification of the vehicle by description, license plate number and vehicle number, with the ability to log activity for each vehicle. Monthly, the responsible departmental reviewer should:

- Examine the UF vehicle use
- Acknowledge review of the Vehicle Use Record
- Maintain the Vehicle Use Record and documentation of the review for audit purposes

Alternative methods to collect and report this information can also be used.

### **Vehicle Modifications**

All University of Florida vehicles that display a logo or other signage must conform to the University's [graphic standards program](#). The UF Police Department and University Athletic Association are exempt from these standards.

### **Mobile Equipment**

Vehicles not subject to motor-vehicle registration or that are designed for use principally off-road are considered "mobile equipment" and operators are not covered under the automobile liability certificate, but rather the general liability certificate. Examples include, but are not limited to: farm tractors, low speed golf carts, cranes, and backhoes.

The same conditions as automobile liability also apply to mobile equipment. Only University employees or volunteers are covered to operate the mobile equipment, while acting in the course and scope of their employment or responsibilities.

### **Rental Vehicles**

The [Rental Vehicles directive](#) outlines the departmental responsibilities when the operator rents a vehicle for University business. All guidelines specified in the current [State of Florida contract](#) with AVIS/Budget must be followed. Additional justification is required if the operator has to use a non-contract vendor.

## **Driver Responsibility**

### **Vehicle Use**

**Personal use of University-owned, leased or rental vehicles is not allowed and is not covered by the Division of Risk Management insurance policy.** This includes driving the vehicle to/from home or conducting any personal business while using the vehicle. Employees may only take a vehicle home as a leg of an official business trip if it would be equal or less mileage to do so.

No insurance coverage is in place for employees driving a University vehicle if the use is not for official business and outside the scope and duties of their employment. Family members and friends should not be transported in UF vehicles without a business purpose.

### **Tobacco Use Prohibited**

The use of tobacco products in state-owned/leased vehicles is prohibited. This also extends to electronic cigarettes and any vapor-emitting devices.

### **Drug-Free Workplace**

University [Drug-Free Workplace policy](#) shall be strictly adhered to. Driving on University business and/or driving a University vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for University disciplinary procedures.

### **Safety and Compliance**

All occupants of a University vehicle must wear seat belts whenever the vehicle is in motion. Passengers must be seated in manufacturer-installed passenger seats; passengers are prohibited from riding in the bed of a truck or other non-passenger area of a vehicle during operation.

When leaving a vehicle unattended, keys should be removed from ignition. All vehicles should be secured and locked after daily operation.

The drivers are prohibited from texting while driving, and must follow State of Florida regulations regarding mobile devices use while operating a University vehicle.

### **Fines and Penalties**

All fines and penalties resulting from failure to comply with all laws or ordinances are the personal responsibility of the driver. The University will not pay for any citations, such as traffic tickets. **The vehicle's driver is personally responsible for any citations received during the operation of a vehicle for official business.**

If the notice of violation is sent to the department, the notice will be given to the driver of the vehicle. The individual must pay the fine by the due date and provide proof of payment to the department. Any fees or other applicable charges as a result of late payment or nonpayment must be paid by the individual.

### **Driver's License**

The operator must possess a valid driver's license of the type required for the vehicle to be operated. An operator who drives on University business with a driver's license that is expired, revoked or suspended shall notify their supervisor and **immediately discontinue operation of the University vehicle.**

The operator is responsible for attending any applicable training for Twelve (12) and Fifteen (15) passenger vans as detailed above.

### **Accidents**

University drivers must report any accident or incident of damage involving University vehicles. Failure to report an accident or incident may result in operator disciplinary procedures.

University employees or volunteers are required to follow the instructions on the brochures "[What to Do In Case of an Automobile Accident](#)" and "[Know Before You Go](#)". These brochures are produced by the State of Florida should be located in each vehicle. Actions include, but are not limited to:

- a) Contact local law enforcement to report the accident -if the accident occurs on campus, contact the University Police
- b) Notify the driver's supervisor of the specifics related to the accident

### **Violation of Policy**

Violations of this policy may result in suspension of University vehicle driving privileges. In addition, the operator may be subject to University disciplinary procedures.

For any questions about this policy, please contact the Business Affairs Human Resources office at (352) 392-2333.