



POLICY TITLE: Operation of a State Vehicle

POLICY PURPOSE: To establish procedures for use of state vehicles.

BACKGROUND: This procedure provides internal means of tracking proper authorized usage of state vehicles.

APPLIES TO: Faculty, Staff and Students

DEFINITIONS: Authorized Driver – an individual who has provided a valid driver’s license and supporting information to ensure that their license is valid at the time they are driving the state vehicle.

State vehicle – any vehicle owned/ or operated by FHSU and the State of Kansas.

CONTENTS:

POLICY STATEMENT: **Permissible Use of State Vehicle**

State employees with valid driver’s license may drive state vehicles if the travel is for “official state business” only. State employees must provide a copy of their valid driver’s license and submit to an online DMV search to verify driver’s license status. Students must be employees to operate a state vehicle.

Permissible Use of University Motor Pool Vehicles

State vehicles may be requisitioned from the University Motor Pool if the travel is for official state business only. The transportation requisition will be approved by the Budget Unit Supervisor, verifying that the trip is “official state business” and that all drivers have a valid Kansas driver’s license. It is each department’s responsibility to list the qualified drivers on the Transportation Requisition form. This form is due in the Physical Plant before the vehicle leaves University property.

Permissible Passengers in State Vehicles

Only employees of the state or persons reasonable engaged in official state business are allowed to ride in a state-owned or leased motor vehicle.

Authority to use and drive a state vehicle requires the individual reserving the vehicle and/or any driver to provide a valid driver’s license to Motor Pool. In addition all drivers will need to provide their date of birth, and full legal name in order for a driver’s record to be reviewed. Any requested driver who

does not have a valid driver's license will not be able to drive a state vehicle.

At any time that an authorized driver's status shall change they shall notify Motor Pool and arrange for a different driver and/or return of the state vehicle.

**EXCLUSIONS OR
SPECIAL
CIRCUMSTANCES:**

**RELATED
DOCUMENTS:**

Policies:

Forms:

Other:

KEYWORDS:

Driver's License, Motor Vehicle, valid license

**RESPONSIBLE
OFFICE:**

General Counsel's Office

**RESPONSIBLE
UNIVERSITY
OFFICIAL:**

General Counsel

ORIGINATION DATE: 9/30/2015

REVIEW CYCLE: 3 Years

POLICY ADDRESS:

**LAST
APPROVED ON:**

Approved by ELT 2/26/2016

**REVIEW/CHANGE
HISTORY:**

**NEXT REVIEW
DATE:**

02/2019
