

# University Policies

<b>Policy Name:</b> State Vehicle Usage	<b>Effective Date:</b> July 1, 2011
<b>Custodian of Policy:</b> Vice President for Finance and Administration	<b>Last Review:</b> Unknown
	<b>Next Review:</b> September, 2018

## Policy

State vehicles are made available by Minnesota State University, Mankato solely for official business and related activities such as representing the University. They may be used by state employees, contract employees (with contractual authorization) and students.

Authorized drivers of Minnesota State University, Mankato vehicles are limited to those who have completed the Vehicle Consent Form, received a rating from the MnSCU Risk Management Office, and have a valid United States or Canadian driver's license.

## Procedures

1. Minnesota State Mankato students may drive a state vehicle if they are on university business, with departmental approval. An appropriate account, with funds, must be in place prior to the usage of the state vehicle. Students driving on university business shall have either an "acceptable" or "conditional" rating on their Vehicle Consent Form from MnSCU's Risk Management Office.
2. State vehicles may be parked in General Purple stalls. Reserved Gold stalls are permissible with personal gold permit displayed.
3. Safety belts are to be worn at all times by the drivers and passengers in state vehicles.
4. Speed limits are to be observed at all times. The tax-paying public complains when they see state vehicles exceeding the speed limit or when the driver and/or passengers behave inappropriately.
5. Side trips are to be avoided. The Facilities Services Office has computer capabilities to show best trip routes.
6. Smoking or other tobacco use is not allowed in any Minnesota State Mankato passenger or maintenance vehicle.
7. Vehicles should be returned with a full tank of gas.
8. Report all accidents, scrapes, bumps, etc., immediately upon return to your supervisor and Facilities Services. The university's automotive mechanics will see that they are repaired. Collision insurance is provided through the State of Minnesota, Risk Management Division, for all state owned vehicles, this provides sufficient coverage for most repairs.
9. Refer to the Facilities Services Office's procedures brochure for detailed information about general travel and for long distance guidelines (trip over 400 miles), or contact Facilities Services, (507) 389-5649, 358 Wiecking Center. Check the department website ([www.mnsu.edu/vehicles](http://www.mnsu.edu/vehicles)) for additional guidelines, estimated trip costs, and reservation requests.

## **Sanctions**

Violators may be fined or driving privileges could be suspended for a period of time, depending on the frequency of incidents and/or related circumstance. Those responsible also subject themselves to criminal prosecution. Incidents involving students may also be processed through the student conduct system.

## **Rationale**

Minnesota State University, Mankato provides vehicles for use by the members of the campus community. It maintains a passenger fleet comprised of approximately 35 vehicles to address the business needs of its faculty and staff as well as the activity program requirements of student clubs and organizations. Over 500,000 miles are traveled annually using state vehicles.

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<b>Formal Review Process</b>	<b>Date Submitted</b>	<b>Date Reviewed</b>
MSUAASF Meet and Confer	February 17, 2011	April 14, 2011
Faculty Association Meet and Confer	February 17, 2011	April 14, 2011
Classified Meet and Confer	February 17, 2011	April 14, 2011
MSSA Meet and Confer	February 17, 2011	April 14, 2011
<b>✓ Vice President's Recommendation</b>		<b>Date</b>
<b>✓ President's Approval</b>		<b>Date</b>