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3.471 Use of University Vehicles

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Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <i>Interim</i>		Use of University Vehicles Policy 3.471	
Business Management Policies		Effective date: December 6, 2011	
Policy History:	Approved by:	Resolution #	Date:
Approved	Chancellor	N/A	November 20, 2008
Revised	Chancellor	N/A	December 6, 2011
Revised (Non-substantive);	Office of General Counsel	N/A	May 2, 2017
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
Office of Vice Chancellor / CFO	Vice Chancellor / CFO	937-769-1304	All University and Campus Employees

I. Introduction and Purpose

Antioch University (“AU” or the “University”) owns, leases and rents various vehicles which are driven by employees. All vehicles are insured by third party insurance carriers. This policy also covers employees who travel on AU business and rent a car for their business travel. The purpose of this policy is to inform employees of the specific requirements the University must comply with to certify and insure drivers of University owned or leased vehicles, and to certify those employees who rent a car while traveling on University business.

II. Procedure

Any employee who drives an AU owned or leased vehicle or will drive one in the future, and all employees who travel on AU business and rent a car for their business travel are required to complete and sign Form #3.471:01, Motor Vehicle Report Authorization Form, and Form #

3.471:02, Requirements for Drivers of Antioch University Vehicles and Employees who Rent Cars for Business Travel.

Form #3.471:01, the Motor Vehicle Report Authorization Form, is required by the third-party insurance carrier and authorizes them to obtain and review a driver motor vehicle report regarding employee driving and driver's license history. Upon receipt of that form by the third-party insurance carrier, it will take 24-48 hours for them to receive, review and verify the driver motor vehicle report. If employees do not have a State of Ohio driver's license, then the third-party insurance carrier may request AU to secure the employee's social security number so they can request the out-of-state driver motor vehicle report. Once AU receives approval from the third-party insurance carrier, employees will be covered under the aforementioned insurance policy to operate a University vehicle and / or will be covered under the policy to rent a car while traveling on University business. The Vice Chancellor / CFO's office will maintain a log with all approved drivers and the completed forms.

III. Requirements for Driving University Owned, Leased or Rented Vehicles

- A. No person under twenty-one (21) years of age will be certified to drive a University owned, leased or rented vehicle.
- B. To be certified, a person must have a valid United States of America driver's license. A copy will be made and kept on file in the Vice Chancellor/CFO's office.
- C. No person with more than two violations with at fault accidents within a three-year (3) period will be permitted to operate an AU owned, leased, or rented vehicle.
- D. All persons requesting certification to drive AU vehicles, or employees who rent a car for business travel must complete a Drivers Information Form that will be verified by the University's third-party insurance carrier. Verification can be obtained in 24-48 hours.
- E. At the discretion of the Vice Chancellor/CFO or designee, a driving test and knowledge of vehicle inspection procedures may be required. This applies to vehicles in the University fleet only.
- F. Previously certified employee drivers may be required to recertify at such time as the University determines to be reasonable and appropriate on a case-by-case basis.
- G. Employees should comply with all provisions of the Mobile Technology Use Policy # 4.613.
- H. Employees should practice safe driving habits and must comply with all laws and ordinances related to operating a University owned, leased, or rented vehicle. In the event that an employee incurs a citation or ticket for not following traffic ordinances or laws including parking, the employee will be responsible financially or otherwise in the resolution of such matters.

Policy Cross References

Mobile Technology Use Policy	Policy # 4.613
Travel Policy	Policy # 3.469

Forms Cross Reference

Motor Vehicle Report Authorization Form	Form # 3.471:01
Requirements for Drivers of Antioch University Vehicles	Form # 3.471:02