

# Policy 5312: Vehicle Use

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## EXECUTIVE SUMMARY

### **USU Policy 5312: Vehicle Use**

**Category:** Facilities, Operations, IT

**Subcategory:** Operations

**Covered Individuals:** Faculty, Staff, Volunteers, and Students

**Responsible Executive:** Vice President for Finance and Administrative Services

**Policy Custodian:** Risk Management, Risk Manager

### **BACKGROUND:**

This policy revision updates USU Policy 5312 to align with current requirements and expectations established by the Utah Division of Fleet Management and the Utah Division of Risk Management, as well as applicable state statutes, administrative rules, and federal regulations. The revision also reflects evolved University practices related to vehicle oversight, insurance administration, and driver authorization.

The prior policy framework lacked clarity and specific responsibility for vehicle maintenance, safety oversight, and compliance in ways that increased operational risk and limited accountability. This revision clarifies governance, modernizes terminology, and aligns the policy with how vehicles are currently managed, insured, and audited across the University. Given the extent of structural reorganization and modernization of the policy, a traditional redlined comparison would not meaningfully convey the changes.

### **KEY PROVISIONS OF THE REVISED POLICY:**

This revision reorganizes and clarifies the policy while making several substantive changes, including:

- Clarifies that the policy applies to all motor vehicles used for University Business, regardless of ownership (University-owned, leased, rented, or privately owned).
- Formally designates USU Motor Pool as the primary authority for annual preventative maintenance, safety inspections, emissions testing, and vehicle slot management for University-owned or leased vehicles.
- Aligns driver authorization, training, and suspension criteria with Utah Administrative Rules governing state fleet operations.
- Clarifies that automobile insurance follows the vehicle, and that personal automobile insurance is primary when privately owned vehicles are used for University Business.
- Establishes clear standards for departmental vehicles, including seating capacity limits, maintenance requirements, insurance premiums and deductibles, and accident repair protocols.
- Updates governance for vehicle purchasing, right-sizing, and slot retention, including limits on vacant vehicle slot retention.
- Clarifies requirements related to commute use, including annual approval and tax treatment as a fringe benefit.
- Clarifies accident reporting, insurance claims handling, and required remedial training for at-fault or preventable accidents.
- Allows for the deletion of USU Policy 5301: Leased Vehicle Damage Recovery Fund because insurance, including deductibles, is covered in this revision.
- Adds the responsibilities section per the new policy format.

**IMPLEMENTATION PLAN:**

The revised policy will be implemented through coordinated communication and existing operational processes. Changes will be communicated to the campus community via the Risk Management and Motor Pool websites, targeted email communications to vehicle operators and departments, and incorporation into required defensive driving and compliance training.

Existing procedures and training programs will be updated as needed to align with the revised policy. Implementation of this policy is not expected to require additional financial resources beyond those already associated with vehicle ownership, insurance, and fleet management.

*Version 2.0, last updated 9/2024*

## University Policy 5312: Vehicle Use

**Category:** Facilities, Operations, IT

**Sub Category:** General Operations

**Covered Individuals:** Faculty, Staff, Volunteers, and Students

**Responsible Executive:** Vice President for Finance and Administrative Services

**Policy Custodian:** Risk Management, Risk Manager

**Last Revised:** 2026/MM/DD

**Previous USU Policy Number:** 514

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### 5312.1 PURPOSE AND SCOPE

This Policy establishes requirements and procedures for the procurement, maintenance, and operation of Motor Vehicles in a safe and efficient manner. All vehicles used for University Business, whether owned or non-owned, are subject to this Policy. This Policy applies to all USU faculty, staff, students, and volunteers who are authorized to operate Motor Vehicles for University Business.

### 5312.2 POLICY

#### 2.1 General Motor Vehicle Use

The use of Motor Vehicles for University Business, whether owned, leased, rented, or otherwise made available, must be authorized by a Department Head, Director, Dean, or Vice President.

##### 2.1.1 Requirements to Operate a Motor Vehicle

Drivers operating Motor Vehicles for University Business must possess a valid driver's license and complete the required defensive driving training. Training records will be maintained by the University and the Utah Division of Fleet Management to document [Authorized Drivers](#) as defined in [Utah Administrative Rule R27-1-2\(d\)](#).

If a driver meets any of the criteria defined in [Utah Administrative Rule R27-7-3](#), the driver's authorization to operate any Motor Vehicle for University Business may be suspended, withdrawn, or revoked for up to three years.

All Authorized Drivers operating Motor Vehicles for University Business must comply with all applicable state and local laws, including [Utah Code Title 41, Chapter 6a, Traffic Code](#).

Authorized Drivers and all vehicle occupants are required to wear seatbelts at all times. Authorized Drivers must comply with all posted speed limits, including reduced-speed construction zones and road hazard warnings, and are responsible for ensuring all seatbelts are fastened before the vehicle is placed in motion.

##### 2.1.2 Privately-Owned Motor Vehicles

Use of privately owned Motor Vehicles for University Business is discouraged. USU faculty, staff, students, or volunteers who choose to use a privately owned motor vehicle for University Business are responsible for maintaining automobile physical damage and liability insurance in accordance with state law. When a privately owned Motor Vehicle is used for University Business, the individual's personal automobile insurance provides primary coverage. The University will not reimburse the individual, vehicle owner, or insurer for deductibles, liability claims, or damage to the privately owned Motor Vehicle.

## 2.2 University-Owned/Leased Motor Vehicles

University-owned or leased Motor Vehicles may only be used for authorized University Business by Authorized Drivers.

### 2.2.1 Requirements for University Departments

USU Motor Pool is responsible for assigning and removing Motor Vehicle slots to University Departments.

Except for USU Motor Pool, Departments may only own or lease Motor Vehicles with a seating capacity of eight occupants or fewer and may not own or lease more vehicles than the number of Motor Vehicle slots assigned to the department.

#### 2.2.1.1 Maintenance Requirements

All University-owned or leased Motor Vehicles must receive annual preventive maintenance, safety inspections, and emissions testing through the USU Motor Pool as the primary service provider. If Motor Pool services are unavailable or impractical, an alternative vendor may be used with prior approval from USU Motor Pool. If an alternative vendor is approved, documentation of all completed services must be submitted to USU Motor Pool. Departments that fail to maintain vehicles or comply with these requirements properly may forfeit their assigned Motor Vehicle slot(s).

USU Motor Pool may immediately remove from service any University-owned or leased Motor Vehicle deemed unsafe until repairs are completed or the vehicle is replaced.

#### 2.2.1.2 Purchase and Disposal of Motor Vehicles

When purchasing Motor Vehicles, departments should select a [Right-Sized Vehicle](#) as recommended by [Utah Code 63A-9-401.5, Vehicle Fleet Cost Efficiency Plan](#). Exceptions must be approved in writing by the responsible Dean or Vice President, and a copy of the approval must be submitted to USU Motor Pool prior to purchase.

If a Department disposes of a Motor Vehicle and does not immediately replace it, the associated Motor Vehicle slot may only be retained for up to two years. After that period, the vacant slot will revert to USU Motor Pool for reassignment.

#### 2.2.1.3 Insurance Premiums

Automobile physical damage and liability insurance premiums for University-owned or leased Motor Vehicles are assessed based on the number of Motor Vehicle slots assigned to the Department, regardless of whether those slots are currently occupied.

### 2.2.2 Responsibilities in a Motor Vehicle Accident

In accordance with [Utah Administrative Rule R27-7-2](#), any accident involving a University-owned or leased Motor Vehicle must be reported by the Authorized Driver to USU Risk Management within twenty-four hours.

When an accident results in an insurance claim, the Authorized Driver's Department is responsible for payment of the applicable insurance deductible.

All auto body repairs resulting from an accident must be completed by an auto body shop authorized by the Utah Division of Risk Management and coordinated through USU Risk Management.

#### 2.2.2.1 Additional Training and/or Loss of Driving Privileges

Authorized Drivers involved in at-fault or preventable accidents while operating a University-owned or leased Motor Vehicle must complete additional driver safety training provided through USU Risk Management prior to resuming operation of such vehicles.

Authorized Drivers involved in three or more at-fault or preventable accidents involving University-owned or leased Motor Vehicles within a three-year period will lose their authorization to operate those vehicles. The USU Driver Safety Committee will recommend the duration of the revocation.

#### 2.2.3 Commute Use

Authorized Drivers approved to commute in University-owned or leased Motor Vehicles must receive annual approval from the Office of the Vice President for Finance and Administrative Services prior to the start of each calendar year. Commute Use constitutes a taxable fringe benefit as outlined in 26 CFR 1.61-21 ([Commute Application](#)). Approved drivers will be assessed the IRS-imputed daily fringe benefit rate. Unauthorized Commute Use may result in loss of driving privileges and disciplinary action.

### 2.3 University-Owned/Leased Vehicles with Seating Capacities Greater than Eight

Motor Vehicles with seating capacities greater than eight occupants may only be owned, leased, and managed by USU Motor Pool and made available to Departments with properly trained drivers in accordance with 5312-PR1: University Vehicle Use Procedures.

## 5312.3 RESPONSIBILITIES

### 3.1 USU Employees, Students, and Volunteers

- Operate University-owned, leased, or other Motor Vehicles for University Business only if approved as Authorized Drivers
- Comply with all applicable state and local traffic laws
- Ensure the safe operation and proper condition of Motor Vehicles used for University Business

### 3.2 Department Heads/Directors

- Ensure that all employees, students, and volunteers within their Departments or units who operate Motor Vehicles comply with this Policy, including enforcement of any driving suspensions, withdrawals, or revocations imposed by the Driver Safety Committee
- Ensure the safe operation and proper condition of University-owned or leased Motor Vehicles assigned to their departments or units
- Review the State of Utah Vehicle Fleet Cost Efficiency Plan prior to purchasing a Motor Vehicle

### 3.3 Deans/Vice Presidents

- Review Motor Vehicle purchases within their units to ensure compliance with the [Vehicle Fleet Cost Efficiency Plan](#) and confirm that vehicles are Right-Sized
- Approve or deny written requests for exceptions to the purchase of Right-Sized Vehicles

### 3.4 USU Motor Pool

- Maintain records of annual preventative maintenance, safety inspections, and emissions testing for all University-owned or leased Motor Vehicles
- Remove from service any University-owned or leased Motor Vehicle that fails the required safety inspection or is otherwise deemed unsafe until necessary repairs are completed
- Manage and coordinate all Motor Vehicle slots assigned to the University
- Provide required training to University employees, students, and volunteers
- Approve Authorized Drivers operating University-owned or leased Motor Vehicles with seating capacities greater than eight.

### 3.5 USU Risk Management

- Oversee the Driver Safety Committee in accordance with [Utah Administrative Rule R27-7-4](#)
- Verify that drivers meet all requirements and are approved as Authorized Drivers
- Develop, assign, and administer driver training programs
- Oversee automobile physical damage and liability insurance policies and related claims

## 5312.4 REFERENCES

- [Utah Administrative Rule 27](#) - Government Operations, Fleet Operations
- [Utah Code Title 41, Chapter 6a](#) – Traffic Code
- [Utah Code Title 63 A, Chapter 9, Section 401.5](#) – Vehicle Fleet Cost Efficiency Plan
- [44 U.S.C § 1506, 26 C.F.R. Parts 1.61 through 21](#) – Taxation of Fringe Benefits

## 5312.5 RELATED USU POLICIES

- [Policy 1222: Travel](#)
- [Policy 2002: Campus Walkway Safety](#)
- [Policy 3014: Safety and Health](#)
- [Policy 3017: Volunteer Services](#)
- [Policy 5301: Leased Vehicle Damage Recovery Fund](#)
- [Policy 5315: Use of University Property](#)

## 5312.6 DEFINITIONS

- **Authorized Driver.** A USU employee, student, or authorized volunteer with a valid driver's license, who meets the necessary age restrictions, is current with the required defensive driving training, and has been entered into the Utah Division of Fleet Management's driver database by USU Risk Management.
- **Commute Use.** Use of a University Motor Vehicle by an employee driving between the employee's residence and the employee's assigned work location more than one calendar day per month. Commute use is subject to taxation rules outlined in 26 CFR 1.61-21.
- **Motor Vehicle.** A self-propelled vehicle intended primarily for use and operation on highways, including vehicles used for construction and other non-transportation purposes, roadable aircraft, and street-legal all-terrain vehicles. Motor Vehicle does not include motor-assisted scooters or vehicles covered by [USU Policy 4112: Off-Highway Vehicle \(OHV\) Usage](#)
- **Right-Size Vehicle.** The most economically appropriate size and type of Motor Vehicle for the purposes for which the Motor Vehicle will be used.
- **University Business.** Any activity undertaken by a USU employee, student, and/or volunteer in the course and scope of their employment and/or volunteerism with USU.

- **Vehicle Fleet Cost Efficiency Plan.** The State of Utah has established State Fleet Efficiency Requirements to reduce fleet costs, increase energy efficiency, improve air quality in Utah, and decrease the US's dependence on foreign oil. USU's goal is to comply with the State of Utah's Vehicle Fleet Cost Efficiency Plan requirements in these ways:
  - Decrease the overall cost per mile average of University-owned or leased Motor Vehicles
  - Decrease the number of University-owned or leased Motor Vehicles
  - Decrease the total gallons of fuel consumed by University-owned or leased motor vehicles
  - Increase the overall miles per gallon of University-owned or leased Motor Vehicles
  - Decrease the total miles driven annually by University-owned or leased Motor Vehicles
  - Right-Size University-owned or leased Vehicles to the lowest level needed to perform the University Business requirement
  - Decrease the overall pollution output by University-owned or leased vehicles

Information below is not included as part of the contents of the official Policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the President, subject to review by the USU Policy Committee.

## RESOURCES

### Procedures

- [University Procedure 5312-PR1: Vehicle Use](#)

### Related Forms and Tools

- [Vehicle Accident Report](#)
- [Driving for USU – Risk Management](#)
- [Approved Maintenance Vendor Map](#)
- [Vehicle Fleet Cost Efficiency Plan](#)
- [Commute Application](#)

### Contacts

- [Risk Management](#)

## POLICY HISTORY

Original issue date: 2006/02/01

Last review date: 2026/MM/DD

Next scheduled review date: 2029/06/01

Previous revision dates: 2022/06/24, 2017/06/14, 2013/01/14

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## ~~POLICY MANUAL~~ ~~OPERATING POLICIES AND PROCEDURES~~

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### Number

#### University Policy 5312

**Subject:** ~~Vehicle Use Policy~~

~~Date of Origin: February 1, 2006~~

~~Date of Last Revision(s): June 24, 2022; June 14, 2017; January 14, 2013~~

~~Effective Date: June 24, 2022~~

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Category: Facilities, Operations, IT

Sub Category: General Operations

Covered Individuals: Faculty, Staff, Volunteers, and Students

Responsible Executive: Vice President for Finance and Administrative Services

Policy Custodian: Risk Management, Risk Manager

Last Revised: 2026/MM/DD

Previous USU Policy Number: 514

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### ~~5312.1 USE OF UNIVERSITY VEHICLES~~ PURPOSE AND SCOPE

This Policy establishes requirements and procedures for the procurement, maintenance, and operation of Motor Vehicles in a safe and efficient manner. All ~~use of~~ vehicles used for University Business, whether owned or non-owned, are subject to this Policy. This Policy applies to all USU faculty, staff, students, and volunteers who are authorized to operate Motor Vehicles for University Business.

### 5312.2 POLICY

#### 2.1 General Motor Vehicle Use

The use of Motor Vehicles for University Business, whether owned, leased, rented, or otherwise made available ~~for use by Utah State University (University vehicles),~~ must be authorized by a Department Head, Director, Dean, or Vice President.

#### 2.1.1 Requirements to Operate a Motor Vehicle

Drivers operating Motor Vehicles for University Business must possess a valid driver's license and complete the required defensive driving training. Training records will be maintained by the University and

the Utah Division of Fleet Management to document [Authorized Drivers](#) as defined in [Utah Administrative Rule R27-1-2\(d\)](#).

If a driver meets any of the criteria defined in [Utah Administrative Rule R27-7-3](#), the driver's authorization to operate any Motor Vehicle for University Business may be suspended, withdrawn, or revoked for up to three years.

All Authorized Drivers operating Motor Vehicles for University Business must comply with all applicable state and local laws, including [Utah Code Title 41, Chapter 6a, Traffic Code](#).

Authorized Drivers and all vehicle occupants are required to wear seatbelts at all times. Authorized Drivers must comply with all posted speed limits, including reduced-speed construction zones and road hazard warnings, and are responsible for ensuring all seatbelts are fastened before the vehicle is placed in motion.

### 2.1.2 Privately-Owned Motor Vehicles

Use of privately owned Motor Vehicles for University Business is discouraged. USU faculty, staff, students, or volunteers who choose to use a privately owned motor vehicle for University Business are responsible for maintaining automobile physical damage and liability insurance in accordance with state law. When a privately owned Motor Vehicle is used for University Business, the individual's personal automobile insurance provides primary coverage. The University will not reimburse the individual, vehicle owner, or insurer for deductibles, liability claims, or damage to the privately owned Motor Vehicle.

## 2.2 University-Owned/Leased Motor Vehicles

University-owned or leased ~~vehicles must~~ Motor Vehicles may only be ~~documented as part of the~~ used for authorized University ~~Fleet and maintained in the state-wide Fleet database.~~ Business by Authorized Drivers.

### 2.2.1 Requirements for University Departments ~~must not exceed the existing~~

USU Motor Pool is responsible for assigning and removing Motor Vehicle slots to University Departments.

Except for USU Motor Pool, Departments may only own or lease Motor Vehicles with a seating capacity of eight occupants or fewer and may not own or lease more vehicles than the number of ~~vehicles~~ allocated Motor Vehicle slots assigned to their department ~~unit~~.

~~1.1 University vehicles may only be used:~~

~~(1) for authorized University purposes; or~~

~~(2) by authorized student organizations (a) registered under Article IV, Section 2, of the Code of Policies and Procedures for Students at Utah State University, (b) registered as a USU club sport with the Campus Recreation Office, or (c) exempt from registration under Article IV, Section 3, of the Code of Policies and Procedures for Students at Utah State University~~

#### 2.2.1.1 Maintenance Requirements

All University-owned or leased Motor ~~.~~Vehicles must receive annual preventive maintenance, safety inspections, and emissions testing through the USU Motor Pool as the primary service provider. If Motor Pool services are unavailable or impractical, an alternative vendor may be used with prior approval from USU Motor Pool. If an alternative vendor is approved, documentation of all completed services must be submitted to USU Motor Pool. Departments that fail to maintain vehicles or comply with these requirements properly may forfeit their assigned Motor Vehicle slot(s).

USU Motor Pool may immediately remove from service any University-owned or leased Motor Vehicle deemed unsafe until repairs are completed or the vehicle is replaced.

### [2.2.1.2 Purchase and Disposal of Motor Vehicles](#)

#### [When purchasing Motor Vehicles,](#)

- ~~1.3 Drivers of University vehicles must be at least 18 years old and have a valid driver's license.~~
- ~~1.4 Drivers of University vehicles must have a driving record in compliance with Utah Administrative Services Rule 27-7-3 ( ). The authority to operate a state vehicle shall be suspended or revoked for up to three years if a driver meets any of the reasons defined in the above rule.~~
- ~~1.5 Drivers of University vehicles must complete an approved Driver Safety Program at initial employment and every two years thereafter. In the event of a moving violation or accident citation in a University vehicle, the Driver Safety Program must be retaken prior to driving a University vehicle again.~~
- ~~1.6 It is the responsibility of each Department Head/Director or designee to ensure that all employees who drive vehicles are up to date with the above Driver Safety Program and are aware of the USU Vehicle Use Policy. Departments are required to keep a copy of the completed Driver's test for each employee and to forward a copy to the Motor Pool in order to update the Fleet Management database.~~
- ~~1.7 Proof of adequate insurance is required from the owner for vehicles that are owned by another organization and loaned to the University for use. departments should contact the USU Risk Management Office regarding this process.~~[select a Right-Sized Vehicle](#)

### ~~5312.2~~ [VEHICLE PURCHASING AND REPLACEMENT](#)

- ~~2.1 Departments purchasing new vehicles or replacing vehicles with more recent models shall obtain smaller and more fuel efficient vehicles. The appropriate Dean or Vice President will review each vehicle purchase to assure it is "right sized" as recommended by Utah Code 63A-9-401.5, Vehicle Fleet Cost Efficiency Plan prescribed by the Fleet Energy Efficiency Plan (see 7.1(6)). Exceptions to purchasing "right size" smaller and/or more fuel efficient vehicles must be approved in writing by a Department's the responsible Dean or Vice President, and a copy of the approval must be submitted to USU Motor Pool prior to purchase.~~
- ~~2.2 Departments are encouraged to purchase vehicles that include readily available safety equipment.~~
- ~~2.3 If a Department disposes of a Motor Vehicle and does not immediately replace it, the associated Motor Vehicle slot will may only be held retained for five up to two years. After that period, the vacant slot will revert to USU Motor Pool for reassignment.~~

### [2.2.1.3 Insurance Premiums](#)

[Automobile physical damage and liability insurance premiums for University-owned or leased Motor Vehicles are assessed based on the number of Motor Vehicle slots assigned to the Department, regardless of whether those slots are currently occupied.](#)

### [2.2.2 Responsibilities in a Motor Vehicle Accident](#)

[In accordance with Utah Administrative Rule R27-7-2, any accident involving a University-owned or leased Motor Vehicle must be reported by the Authorized Driver to USU Risk Management within twenty-four hours.](#)

[When an accident results in an insurance claim, the Authorized Driver's Department is responsible for payment of the applicable insurance deductible.](#)

All auto body repairs resulting from an accident must be completed by an auto body shop authorized by the Utah Division of Risk Management and coordinated through USU Risk Management.

#### 2.2.2.1 Additional Training and/or Loss of Driving Privileges

Authorized Drivers involved in at-fault or preventable accidents while operating a University-owned or leased Motor Vehicle must complete additional driver safety training provided through USU Risk Management prior to resuming operation of such vehicles.

Authorized Drivers involved in three or more at-fault or preventable accidents involving University-owned or leased Motor Vehicles within a three-year period will lose their authorization to operate those vehicles. The USU Driver Safety Committee will recommend the duration of the revocation.

### **5312.3 VEHICLE OPERATION STANDARDS**

#### **2.2.3 Commute Use**

~~3.1—Authorized Drivers of approved to commute in University-owned or leased Motor Vehicles must observe all state and local laws, including those stated in Utah Code Annotated 1953, as amended, Title 42, Chapter 6 (Traffic Rules and Regulations).~~

~~3.2—Drivers and all occupants must wear a seatbelt at all times and observe all posted speed limits including reduced speed construction zones and road hazard warnings. All seatbelts need to be fastened before the vehicle is put in motion.~~

~~2.3 Drivers are encouraged to briefly rest~~receive annual approval ~~from driving every 2 hours.~~

~~3.4—Total driving time must not exceed 12 hours per day, irrespective~~the Office ~~of the number of drivers.~~

~~3.5—University vehicles must not be operated for travel purposes between 11:00 p.m. and 5:00 a.m., except where (1) the trip (a) is solely to return to a home base and (b) the return trip is less than 4 hours in duration or (2) it is necessary to leave home base prior to 5:00 a.m. in order to reach a destination less than four hours away or (3) the driver is within two hours of the destination.~~

~~3.6—Drivers must use good judgment concerning weather and driving conditions by reviewing weather conditions in advance of the trip and make prudent travel adjustments when necessary. Travel plans should allow for emergency stop overs and associated expenses due to bad weather. Drivers must slow down if adverse weather conditions exist. Travel should not proceed in extreme weather conditions.~~

~~3.7—Drivers are responsible for the safe operation and condition of the vehicle they are driving and should be familiar with the vehicle safety equipment. Vehicle problems or concerns should be promptly reported to: (a) Motor Pool if the vehicle is a Motor Pool vehicle or (b) appropriate department personnel if the vehicle is a departmental vehicle.~~

~~3.8 Vehicle Load and Towing Capacity: Vehicle operators must not exceed the manufacturer's total rated payload capacity either in cargo or passengers. Adding storage or luggage racks above any vehicle that substantially changes the safe operation of the vehicle is not allowed. Towing must not exceed the manufacturer's rated capacity both in terms of the total payload being towed and/or the amount of tongue weight being placed on the vehicle. The amount of additional tongue weight must be factored in to ensure that amount of payload (plus tongue weight) does not exceed the rated GVRW of the vehicle. It is the responsibility of the vehicle operator to know the rated capacities of the vehicle being operated and to ensure that towing and/or loading does not exceed the manufacturer's rated capacities.~~

#### **5312.4 FULL SIZE VANS**

~~4.1—Use of 12 or 15 passenger vans is prohibited with the following two exceptions: (These exceptions apply when traveling from an origin point remote to the USU Campus location.)~~

~~(1) in rare circumstances where no other suitable transportation is available, a Dean, Vice President, or the Athletic Director may approve the use of a full-size passenger van. However, in such circumstances, drivers must meet the certification requirements for Finance and Administrative Services prior to the start of each calendar year. Commute Use constitutes a taxable fringe benefit as outlined in 26 CFR 1.61-21 (Commute Application section 5.3(2)) and vehicle capacity is limited to nine (9) occupants.~~

~~(2) in the event that transportation is provided by a hosting organization using 12 or 15 passenger vans (e.g. airport hotel shuttle, conference events, etc.), University employees may accept the transportation or arrange alternate transportation at their own discretion.~~

~~4.2 As an alternative to 12 and 15 passenger vans, 15 passenger buses). Approved drivers will be available from the Motor Pool. These vehicles will have dual rear wheels and meet Federal school bus standards. Additional conditions and training requirements apply as outlined in section 5.3 assessed the IRS-imputed daily fringe benefit rate. Unauthorized Commute Use may result in loss of driving privileges and disciplinary action.~~

~~4.3 Full-size vans used for cargo purposes only may continue to be purchased and used by departments where the wheelbase does not exceed 139" (no extended body vans) and seating capacity is limited to two passengers. Continued use of existing cargo vans with a wheelbase greater than 139" will be limited to a 10-mile radius of the USU Campus location and will be phased out as vehicles are replaced. Drivers must meet the certification requirements as outlined in section 5.3(2).~~

### **5312.5 VEHICLE CAPACITIES AND ADDITIONAL TRAINING REQUIREMENTS**

#### 5.1 University-Owned/Leased Vehicles with Seating Capacities Greater than Eight

~~5.1 Motor Departments may own or lease Vehicles with a seating capacity of seven (7) capacities greater than eight occupants or less.~~

~~5.2 In order to ensure consistent maintenance and complete vehicle history, all vehicles with seating capacity greater than seven (7) occupants will be may only be owned, leased, and managed and maintained by the USU Motor Pool and made available for use by to Departments with properly trained drivers as outlined in section 5.3 in accordance with 5312-PR1: University Vehicle Use Procedures.~~

### **5312.3 RESPONSIBILITIES**

#### 3.1 USU Employees, Students, and Volunteers

- ~~• Operate University-owned, leased, or other Motor Vehicles for University Business only if approved as Authorized Drivers~~
- ~~• Comply with all applicable state and local traffic laws~~
- ~~• Ensure the safe operation and proper condition of Motor Vehicles used for University Business~~

#### 3.2 Department Heads/Directors

- ~~• Ensure that all employees, students, and volunteers within their Departments or units who operate Motor Vehicles comply with this Policy, including enforcement of any driving suspensions, withdrawals, or revocations imposed by the Driver Safety Committee~~
- ~~• Ensure the safe operation and proper condition of University-owned or leased Motor Vehicles assigned to their departments or units~~
- ~~• Review the State of Utah Vehicle Fleet Cost Efficiency Plan prior to purchasing a Motor Vehicle~~

~~5.3 In addition to meeting all general conditions specified in sections 5312.1–5312.2, drivers of vehicles with seating capacity greater than seven (7) occupants must:~~

~~(1) be at least twenty-one (21) years old.~~

~~(2) have satisfactorily completed the National Safety Council (NSC) driver certification course as approved by the Manager of Fleet Operations on an annual basis; or, have a current Commercial Drivers License (CDL) with a passenger endorsement in which case the approved (NSC) safety course must be taken every other year.~~

~~(3) take sufficient time before each trip (and on a daily basis thereafter) to become familiar with all operations of the vehicle including cruise control and to perform a pre-trip inspection on the vehicle to ensure proper tire inflation, correct fluid levels, and brake operation as well as safety and other operational features of the vehicle.~~

~~(4) ensure that cargo does not exceed physical limits imposed by the Motor Pool and that the spare tire and all cargo is safely secured in the cargo area of the vehicle and that the vehicle is not overloaded with passengers or exceeds rated weight capacity limits.~~

~~(5) insist on the use of seatbelts by all passengers and observe all traffic rules including slower driving under difficult or adverse conditions. All seatbelts need to be fastened before the vehicle is put in motion.~~

~~5.4 For short term rentals, a sedan or minivan is recommended. However, an SUV may also be rented with a maximum of eight (8) occupants.~~

### **5312.6 RESPONSIBILITIES AND SANCTIONS**

~~The privilege to use University vehicles, by individuals or units/organizations or both, may be withdrawn for up to one year for violations of the Vehicle Use Policy.~~

~~6.1 It is the responsibility of each Department Head/Director or designee to ensure the safe operation and condition of departmental vehicles including regular maintenance and safety inspections. Departments must coordinate with the Motor Pool to perform the work or make sure that all vehicle repair and maintenance is completed on schedule and that documentation is forwarded to the Motor Pool in a timely manner.~~

### 3.3 Deans/Vice Presidents

#### Review Motor Vehicle purchases within their units

- ~~6.2 All vehicle safety inspections must be performed under the direction of the Motor Pool on an annual basis to ensure compliance with the Vehicle Fleet Cost Efficiency Plan and confirm that vehicles are Right-Sized~~
- ~~Approve or deny written requests for exceptions to University the purchase of Right-Sized Vehicles~~

### 3.4 USU Motor Pool

- ~~Maintain records of annual preventative maintenance standards. The Motor Pool is empowered to ground and, safety inspections, and emissions testing for all University-owned or leased Motor Vehicles~~
- ~~Remove from service any vehicle University-owned or leased Motor Vehicle that fails the required safety inspection or is otherwise deemed unsafe until appropriate necessary repairs are made or the vehicle is replaced. completed~~
- ~~Manage and coordinate all Motor Vehicle slots assigned to the University~~
- ~~Provide required training to University employees, students, and volunteers~~
- ~~Approve Authorized Drivers operating University-owned or leased Motor Vehicles with seating capacities greater than eight.~~

### 3.5 USU Risk Management

- [Oversee the Driver Safety Committee in accordance with Utah Administrative Rule R27-7-4](#)
- [Verify that drivers meet all requirements and are approved as Authorized Drivers](#)
- [Develop, assign, and administer driver training programs](#)
- [Oversee automobile physical damage and liability insurance policies and related claims](#)

~~6.3 Drivers of University vehicles are empowered to insist that the vehicle they are driving is safe and operational for the intended purpose of the trip. Drivers may refuse to drive any vehicle they deem to be unsafe until appropriate action takes place to correct the noted problems.~~

~~6.4 The Risk Control Committee will review and assess updated test results from the National Highway Traffic Safety Administration (NHTSA), the Insurance Institute for Highway Safety (IIHS), and other appropriate sources. The Committee will establish and maintain an on-going list of vehicles that meet acceptable safety standards. Proposed vehicle purchases will be reviewed by the Manager of Fleet Operations to verify that selected vehicles are on the approved vehicle list.~~

~~The privilege to use University vehicles, by individuals or units/organizations or both, will be withdrawn for up to one year for violations of this policy.~~

## 5312.4 REFERENCES

- [Utah Administrative Rule 27 - Government Operations, Fleet Operations](#)
- [Utah Code Title 41, Chapter 6a – Traffic Code](#)
- [Utah Code Title 63 A, Chapter 9, Section 401.5 – Vehicle Fleet Cost Efficiency Plan](#)
- [44 U.S.C § 1506, 26 C.F.R. Parts 1.61 through 21 – Taxation of Fringe Benefits](#)

## 5312.5 RELATED USU POLICIES

- [Policy 1222: Travel](#)
- [Policy 2002: Campus Walkway Safety](#)
- [Policy 3014: Safety and Health](#)
- [Policy 3017: Volunteer Services](#)
- [Policy 5301: Leased Vehicle Damage Recovery Fund](#)
- [Policy 5315: Use of University Property](#)

## 5312.6 DEFINITIONS

- [Authorized Driver](#). A USU employee, student, or authorized volunteer with a valid driver's license, who meets the necessary age restrictions, is current with the required defensive driving training, and has been entered into the Utah Division of Fleet Management's driver database by USU Risk Management.
- [Commute Use](#). Use of a University Motor Vehicle by an employee driving between the employee's residence and the employee's assigned work location more than one calendar day per month. Commute use is subject to taxation rules outlined in 26 CFR 1.61-21.
- [Motor Vehicle](#). A self-propelled vehicle intended primarily for use and operation on highways, including vehicles used for construction and other non-transportation purposes, roadable aircraft, and street-legal all-terrain vehicles. Motor Vehicle does not include motor-assisted scooters or vehicles covered by [USU Policy 4112: Off-Highway Vehicle \(OHV\) Usage](#)

## ~~5312.7 ENERGY EFFICIENCY~~

- ~~[Right-Size Vehicle](#). The most economically appropriate size and type of Motor Vehicle for the purposes for which the Motor Vehicle will be used.~~

- [University Business](#). Any activity undertaken by a USU employee, student, and/or volunteer in the course and scope of their employment and/or volunteerism with USU.
- [Vehicle Fleet Cost Efficiency Plan](#). The State of Utah has established State Fleet Efficiency Requirements to ~~(1) reduce fleet costs or, increase energy efficiency, (2) improve air quality in Utah, and (3) contribute to a general decreased United States dependency~~ [decrease the US's dependence](#) on foreign oil. ~~Each department is responsible for following~~ [USU's goal is to comply with](#) the State of Utah's [State Vehicle Fleet Cost Efficiency Requirements by Plan requirements in these ways](#):
  - (1) ~~Decrease the overall cost per mile average of state vehicles. This can be accomplished by increasing the overall miles per gallon; a minimum of 30 MPG should be sought for any new sedan purchases.~~ [University-owned or leased Motor Vehicles](#)
  - (2) ~~decrease the number of vehicles in the state fleet. Departments should review whether low use vehicles are needed to accomplish the mission of the University. Consideration should be given to sharing vehicle ownership and use between departments.~~
  - (2) [Decrease the number of University-owned or leased Motor Vehicles](#)
  - (3) ~~Decrease the total gallons of fuel consumed by state vehicles. Alternative fuel vehicles should be used whenever appropriate.~~ [University-owned or leased motor vehicles](#)
  - (4) ~~Increase the overall miles per gallon of state vehicles. Consideration should be given to the purchase of hybrid vehicles where appropriate.~~ [University-owned or leased Motor Vehicles](#)
  - (5) ~~Decrease the total miles driven annually by state vehicles. Emphasis should be placed on walking, bike riding, carpooling, teleconferencing and other alternatives to driving vehicles.~~ [University-owned or leased Motor Vehicles](#)
  - (6) ~~"right size" state~~ [Right-Size University-owned or leased](#) Vehicles to the lowest level ~~vehicle type needed to perform the state business required. Departments will have vehicle purchases reviewed for right size (section 2.1).~~ [University Business requirement](#)
  - (7) ~~Decrease the overall pollution output by the state fleet. Vehicles should comply with emissions testing and avoid excessive idling.~~ [University-owned or leased vehicles](#)

~~7.2 All Utah State University vehicles will be required to have emissions testing annually in conjunction with the vehicle's annual inspection.~~

~~7.3 All Utah State University Departments will purchase "right size" vehicles unless an exception is granted in writing by their Dean or Vice President (section 2.1).~~

## ~~5312.8 COMMUTE OR TAKE HOME USE~~

~~8.1 According to Utah Administrative Code R27-1, the following terms are defined:~~

~~(1) "Commute Use" means an employee driving a state vehicle from the employee's place of business to the employee's place of residence, until the start of the next business day, for more than five calendar days per month.~~

~~(2) "Personal Use" means the use of a state vehicle to conduct an employee's personal affairs, not related to state business.~~

~~(3) "Take-home vehicle" means a state vehicle assigned to be driven to and from an employee's place of residence and their assigned work location and the employee's use of the vehicle is a working condition benefit and not a taxable fringe benefit under the provisions of IRS Publication 15-B.~~

~~8.2 In conjunction with Utah Administrative Code R27-3-7: Criteria for Commute Privilege~~

~~Approval, Commute use may be approved when one or more of the following conditions exist:~~

- ~~1.—24 hour “On Call.” Where the department clearly demonstrates that the nature of a potential emergency is such that an increase in response changed at any time, if a commute or take home privilege is not by persons authorized, could endanger human life or cause significant property damage.~~
- ~~2.—Virtual office. Where a department clearly demonstrates that an employee is required to work at home or out of a vehicle a minimum of 80 percent of the time and that the assigned vehicle is required to perform critical duties in a manner that is clearly in the best interest of the University.~~
- ~~3.—Practical Use. When the department clearly demonstrates that it is more practical for the employee to go directly to an alternate work site rather than report to a specific office to pick up a University vehicle.~~

~~8.3 Commute use is considered a taxable fringe benefit as outlined in IRS Publication 15-B. All approved commute use drivers will be assessed the IRS imputed daily fringe benefit rate while using a University vehicle for commute use.~~

~~8.4 Approval for Commute privileges must be obtained annually by submitting a form to the Office of the Vice President for Finance and Administrative Services prior to the beginning of each calendar year~~

~~8.5 Unauthorized Commute or Take-Home use may result in loss of driving privileges and possible disciplinary action.~~

Information below is included as part of the contents of the official Policy. It is provided only as a convenience for readers/users -the President, subject to review by the USU Policy Committee.

## RESOURCES

### Procedures

- [University Procedure 5312: Vehicle Use](#)

### Related Forms and Tools

- [Vehicle Accident Report](#)
- [Driving for USU – Risk Management](#)
- [Approved Maintenance Vendor Map](#)
- [Vehicle Fleet Cost Efficiency Plan](#)
- [Commute Application](#)

### Contacts

- [Risk Management](#)

## POLICY HISTORY

Original issue date: 2006/02/01

Last review date: 2026/MM/DD

Next scheduled review date: 2029/06/01

[Previous revision dates: 2022/06/24, 2017/06/14, 2013/01/14](#)

DRAFT



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## POLICY MANUAL

### OPERATING POLICIES AND PROCEDURES

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**Number 5312**

**Subject: Vehicle Use Policy**

**Date of Origin: February 1, 2006**

**Date of Last Revision(s): June 24, 2022; June 14, 2017; January 14, 2013**

**Effective Date: June 24, 2022**

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#### 5312.1 USE OF UNIVERSITY VEHICLES

1.1 All use of vehicles whether owned, leased, rented, or otherwise made available for use by Utah State University (University vehicles) must be authorized by a Department Head, Director, Dean or Vice President. Owned or leased vehicles must be documented as part of the University Fleet and maintained in the state-wide Fleet database. Departments must not exceed the existing number of vehicles allocated to their department unit.

1.2 University vehicles may only be used:

(1) for authorized University purposes; or

(2) by authorized student organizations (a) registered under Article IV, Section 2, of the Code of Policies and Procedures for Students at Utah State University, (b) registered as a USU club sport with the Campus Recreation Office, or (c) exempt from registration under Article IV, Section 3, of the Code of Policies and Procedures for Students at Utah State University.

1.3 Drivers of University vehicles must be at least 18 years old and have a valid driver's license.

1.4 Drivers of University vehicles must have a driving record in compliance with Utah Administrative Services Rule 27-7-3 (<https://rules.utah.gov/publicat/code/r027/r027-007.htm#/T3>). The authority to operate a state vehicle shall be suspended or revoked for

up to three years if a driver meets any of the reasons defined in the above rule.

1.5 Drivers of University vehicles must complete an approved Driver Safety Program at initial employment and every two years thereafter. In the event of a moving violation or accident citation in a University vehicle, the Driver Safety Program must be retaken prior to driving a University vehicle again.

1.6 It is the responsibility of each Department Head/Director or designee to ensure that all employees who drive vehicles are up-to-date with the above Driver Safety Program and are aware of the USU Vehicle Use Policy. Departments are required to keep a copy of the completed Driver's test for each employee and to forward a copy to the Motor Pool in order to update the Fleet Management database.

1.7 Proof of adequate insurance is required from the owner for vehicles that are owned by another organization and loaned to the University for use. Departments should contact the USU Risk Management Office regarding this process.

### **5312.2 VEHICLE PURCHASING AND REPLACEMENT**

2.1 Departments purchasing new vehicles or replacing vehicles with more recent models shall obtain smaller and more fuel efficient vehicles. The appropriate Dean or Vice President will review each vehicle purchase to assure it is "right-sized" as prescribed by the Fleet Energy Efficiency Plan (see 7.1(6)). Exceptions to purchasing "right size" smaller and/or more fuel efficient vehicles must be approved in writing by a Department's Dean or Vice President.

2.2 Departments are encouraged to purchase vehicles that include readily available safety equipment.

2.3 If a department disposes of a vehicle and does not immediately replace it, the vehicle slot will be held for five years.

### **5312.3 VEHICLE OPERATION STANDARDS**

3.1 Drivers of University vehicles must observe all state and local laws, including those stated in Utah Code Annotated 1953, as amended, Title 42, Chapter 6 (Traffic Rules and Regulations).

3.2 Drivers and all occupants **must** wear a seatbelt at all times and observe all posted speed limits including reduced speed construction zones and road hazard warnings. All seatbelts need to be fastened before the vehicle is put in motion.

2.3 Drivers are encouraged to briefly rest from driving every 2 hours.

3.4 Total driving time must not exceed 12 hours per day, irrespective of the number of drivers.

3.5 University vehicles must not be operated for travel purposes between 11:00 p.m. and

5:00 a.m., except where (1) the trip (a) is solely to return to a home base and (b) the return trip is less than 4 hours in duration or (2) it is necessary to leave home base prior to 5:00 a.m. in order to reach a destination less than four hours away or (3) the driver is within two hours of the destination.

3.6 Drivers must use good judgment concerning weather and driving conditions by reviewing weather conditions in advance of the trip and make prudent travel adjustments when necessary. Travel plans should allow for emergency stop-overs and associated expenses due to bad weather. Drivers must slow down if adverse weather conditions exist. Travel should not proceed in extreme weather conditions.

3.7 Drivers are responsible for the safe operation and condition of the vehicle they are driving and should be familiar with the vehicle safety equipment. Vehicle problems or concerns should be promptly reported to: (a) Motor Pool if the vehicle is a Motor Pool vehicle or (b) appropriate department personnel if the vehicle is a departmental vehicle.

3.8 Vehicle Load and Towing Capacity: Vehicle operators must not exceed the manufacturer's total rated payload capacity either in cargo or passengers. Adding storage or luggage racks above any vehicle that substantially changes the safe operation of the vehicle is not allowed. Towing must not exceed the manufacturer's rated capacity both in terms of the total payload being towed and/or the amount of tongue weight being placed on the vehicle. The amount of additional tongue weight must be factored in to ensure that amount of payload (plus tongue weight) does not exceed the rated GVRW of the vehicle. It is the responsibility of the vehicle operator to know the rated capacities of the vehicle being operated and to ensure that towing and/or loading does not exceed the manufacturer's rated capacities.

#### **5312.4 FULL SIZE VANS**

4.1 Use of 12 or 15 passenger vans is prohibited with the following two exceptions: (These exceptions apply when traveling from an origin point remote to the USU Campus location.)

(1) in rare circumstances where no other suitable transportation is available, a Dean, Vice President, or the Athletic Director may approve the use a full-size passenger van. However, in such circumstances, drivers must meet the certification requirements as outlined in section 5.3(2) and vehicle capacity is limited to nine (9) occupants.

(2) in the event that transportation is provided by a hosting organization using 12 or 15 passenger vans (e.g. airport-hotel shuttle, conference events, etc.), University employees may accept the transportation or arrange alternate transportation at their own discretion.

4.2 As an alternative to 12 and 15 passenger vans, 15 passenger buses will be available from the Motor Pool. These vehicles will have dual rear wheels and meet Federal school bus standards. Additional conditions and training requirements apply as outlined in section 5.3.

4.3 Full-size vans used for cargo purposes only may continue to be purchased and used

by departments where the wheelbase does not exceed 139” (no extended body vans) and seating capacity is limited to two passengers. Continued use of existing cargo vans with a wheelbase greater than 139” will be limited to a 10 mile radius of the USU Campus location and will be phased out as vehicles are replaced. Drivers must meet the certification requirements as outlined in section 5.3(2).

### **5312.5 VEHICLE CAPACITIES AND ADDITIONAL TRAINING REQUIREMENTS**

5.1 Departments may own or lease vehicles with a seating capacity of seven (7) occupants or less.

5.2 In order to ensure consistent maintenance and complete vehicle history, all vehicles with seating capacity greater than seven (7) occupants will be managed and maintained by the Motor Pool and made available for use by departments with properly trained drivers as outlined in section 5.3.

5.3 In addition to meeting all general conditions specified in sections 5312.1--5312.2, drivers of vehicles with seating capacity greater than seven (7) occupants must:

(1) be at least twenty-one (21) years old.

(2) have satisfactorily completed the National Safety Council (NSC) driver certification course as approved by the Manager of Fleet Operations on an annual basis; or, have a current Commercial Drivers License (CDL) with a passenger endorsement in which case the approved (NSC) safety course must be taken every other year.

(3) take sufficient time before each trip (and on a daily basis thereafter) to become familiar with all operations of the vehicle including cruise control and to perform a pre-trip inspection on the vehicle to ensure proper tire inflation, correct fluid levels, and brake operation as well as safety and other operational features of the vehicle.

(4) ensure that cargo does not exceed physical limits imposed by the Motor Pool and that the spare tire and all cargo is safely secured in the cargo area of the vehicle and that the vehicle is not overloaded with passengers or exceeds rated weight capacity limits.

(5) insist on the use of seatbelts by all passengers and observe all traffic rules including slower driving under difficult or adverse conditions. All seatbelts need to be fastened before the vehicle is put in motion.

5.4 For short term rentals, a sedan or minivan is recommended. However, an SUV may also be rented with a maximum of eight (8) occupants.

### **5312.6 RESPONSIBILITIES AND SANCTIONS**

The privilege to use University vehicles, by individuals or units/organizations or both, may be withdrawn for up to one year for violations of the Vehicle Use Policy.

6.1 It is the responsibility of each Department Head/Director or designee to ensure the safe operation and condition of departmental vehicles including regular maintenance and safety inspections. Departments must coordinate with the Motor Pool to perform the work or make sure that all vehicle repair and maintenance is completed on schedule and that documentation is forwarded to the Motor Pool in a timely manner.

6.2 All vehicle safety inspections must be performed under the direction of the Motor Pool on an annual basis to ensure compliance to University maintenance standards. The Motor Pool is empowered to ground and remove from service any vehicle deemed unsafe until appropriate repairs are made or the vehicle is replaced.

6.3 Drivers of University vehicles are empowered to insist that the vehicle they are driving is safe and operational for the intended purpose of the trip. Drivers may refuse to drive any vehicle they deem to be unsafe until appropriate action takes place to correct the noted problems.

6.4 The Risk Control Committee will review and assess updated test results from the National Highway Traffic Safety Administration (NHTSA), the Insurance Institute for Highway Safety (IIHS), and other appropriate sources. The Committee will establish and maintain an on-going list of vehicles that meet acceptable safety standards. Proposed vehicle purchases will be reviewed by the Manager of Fleet Operations to verify that selected vehicles are on the approved vehicle list.

The privilege to use University vehicles, by individuals or units/organizations or both, will be withdrawn for up to one year for violations of this policy.

### **5312.7 ENERGY EFFICIENCY**

7.1 The State of Utah has established State Fleet Efficiency Requirements to (1) reduce fleet costs or increase energy efficiency, (2) improve air quality in Utah, and (3) contribute to a general decreased United States dependency on foreign oil. Each department is responsible for following the State of Utah's State Fleet Efficiency Requirements by:

(1) decrease the overall cost per mile average of state vehicles. This can be accomplished by increasing the overall miles per gallon; a minimum of 30 MPG should be sought for any new sedan purchases.

(2) decrease the number of vehicles in the state fleet. Departments should review whether low use vehicles are needed to accomplish the mission of the University. Consideration should be given to sharing vehicle ownership and use between departments.

(3) decrease the total gallons of fuel consumed by State vehicles. Alternative fuel vehicles should be used whenever appropriate.

(4) increase the overall miles per gallon of state vehicles. Consideration should be given to the purchase of hybrid vehicles where appropriate.

(5) decrease the total miles driven annually by state vehicles. Emphasis should be placed on walking, bike riding, carpooling, teleconferencing and other alternatives to driving vehicles.

(6) “right size” state vehicles to the lowest level vehicle type needed to perform the state business required. Departments will have vehicle purchases reviewed for right size (section 2.1).

(7) decrease the overall pollution output by the state fleet. Vehicles should comply with emissions testing and avoid excessive idling.

7.2 All Utah State University vehicles will be required to have emissions testing annually in conjunction with the vehicle’s annual inspection.

7.3 All Utah State University Departments will purchase “right size” vehicles unless an exception is granted in writing by their Dean or Vice President (section 2.1).

### **5312.8 COMMUTE OR TAKE HOME USE**

8.1 According to Utah Administrative Code R27-1, the following terms are defined:

(1) “Commute Use” means an employee driving a state vehicle from the employee’s place of business to the employee’s place of residence, until the start of the next business day, for more than five calendar days per month.

(2) “Personal Use” means the use of a state vehicle to conduct an employee’s personal affairs, not related to state business.

(3) “Take-home vehicle” means a state vehicle assigned to be driven to and from an employee’s place of residence and their assigned work location and the employee’s use of the vehicle is a working condition benefit and not a taxable fringe benefit under the provisions of IRS Publication 15-B.

8.2 In conjunction with Utah Administrative Code R27-3-7: Criteria for Commute Privilege Approval, Commute use may be approved when one or more of the following conditions exist:

1. 24 hour “On-Call.” Where the department clearly demonstrates that the nature of a potential emergency is such that an increase in response time, if a commute or take home privilege is not authorized, could endanger human life or cause significant property damage.
2. Virtual office. Where a department clearly demonstrates that an employee is required to work at home or out of a vehicle a minimum of 80 percent of the time and that the assigned vehicle is required to perform critical duties in a manner that is clearly in the best interest of the University.
3. Practical Use. When the department clearly demonstrates that it is more practical

for the employee to go directly to an alternate work-site rather than report to a specific office to pick-up a University vehicle.

8.3 Commute use is considered a taxable fringe benefit as outlined in IRS Publication 15-B. All approved commute use drivers will be assessed the IRS imputed daily fringe benefit rate while using a University vehicle for commute use.

8.4 Approval for Commute privileges must be obtained annually by submitting a [Commute Application](#) form to the Office of the Vice President for Finance and Administrative Services prior to the beginning of each calendar year.

8.5 Unauthorized Commute or Take-Home use may result in loss of driving privileges and possible disciplinary action.

# 5312-PR1: University Vehicle Use Procedures

Associated Policy: University Policy 5312 – Vehicle Use

Category: Facilities, Operations, IT – General Operations

Responsible Office: USU Risk Management

Effective Date: TBD

Latest Revision: TBD

## PURPOSE AND SCOPE

These procedures implement the operational requirements of USU Policy 5312 – Vehicle Use. They establish the processes for authorizing drivers, managing University motor vehicles, maintaining vehicle safety, and reporting accidents involving vehicles used for University Business. These procedures apply to all USU employees, students, and volunteers who operate motor vehicles for University Business, including University-owned, leased, rented, or privately owned vehicles.

### 1. Driver Eligibility Requirements

Individuals must meet eligibility requirements before operating a motor vehicle for University Business.

To become eligible to drive:

- Possess a valid driver's license issued by a U.S. state or recognized international authority.
- Employees relocating to Utah must obtain a Utah driver's license within the timeframe required by Utah law.
- Successfully complete the Defensive Driving Training provided through the University's learning management system.
- Provide required driver's license information including license number, state of issue, class, and expiration date.
- USU Risk Management will register eligible drivers in the Utah Division of Fleet Management Authorized Driver database.

### 2. Driver Authorization by Departments

Meeting eligibility requirements does not automatically authorize an individual to drive for University Business.

Department Heads, Directors, Deans, or Vice Presidents may authorize employees, students, or volunteers to operate motor vehicles for University Business.

Authorization may be granted as:

- General authorization for job duties requiring routine vehicle operation.
- Trip-specific authorization for occasional travel.

Departments may revoke driving authorization at any time. Departments that permit individuals who are not Authorized Drivers to operate vehicles for University Business may be responsible for the full cost of any resulting loss.

### 3. Use of Privately Owned Vehicles

Use of privately owned vehicles for University Business is discouraged but may occur when appropriate.

- The driver's personal automobile insurance is primary coverage.
- The University does not provide physical damage coverage for privately owned vehicles.
- The University will not reimburse damage, deductibles, or liability claims associated with privately owned vehicles.
- Drivers must maintain automobile insurance that meets Utah state minimum requirements.

### 4. Department Vehicle Management

#### 4.1 Vehicle Slot Assignment

- Motor vehicles are assigned to departments through USU Motor Pool vehicle slots.
- Departments may not exceed the number of vehicle slots assigned to them.
- Vacant vehicle slots may be retained for up to two years before reverting to Motor Pool.
- Automobile insurance premiums are assessed based on the number of vehicle slots assigned.

#### 4.2 Vehicle Purchase and Leasing

- Departments may purchase or lease vehicles with seating capacity of eight occupants or fewer.
- Vehicle purchases should comply with the State of Utah Vehicle Fleet Cost Efficiency Plan.
- Departments must select Right-Sized Vehicles appropriate for the operational need.
- Exceptions must be approved in writing by the appropriate Dean or Vice President.

### 5. Vehicle Operations

- Authorized Drivers must comply with all state and local traffic laws.
- Seatbelts must be worn by all occupants at all times.
- Drivers must obey posted speed limits and construction zone restrictions.
- Drivers should avoid mobile device use while operating vehicles unless hands-free operation is used.

### 6. Vehicle Maintenance and Safety Inspections

- All University-owned or leased vehicles must receive annual preventative maintenance, safety inspections, and emissions testing where required.
- Maintenance should be completed through USU Motor Pool whenever possible.
- If Motor Pool service is not practical, an approved vendor may be used with prior approval from Motor Pool.
- Documentation of completed maintenance must be submitted to USU Motor Pool.

### 7. Accident Reporting and Response

#### 7.1 Immediate Actions

- Stop immediately and move the vehicle to a safe location if possible.
- Call 911 if injuries are present.
- Contact local law enforcement to document the accident.
- Exchange information with other drivers involved.

- Document the scene with photographs when possible.
- Avoid making statements regarding liability or fault.

### **7.2 Reporting Requirements**

- Accidents involving University-owned or leased vehicles must be reported to USU Risk Management within 24 hours.
- The Vehicle Accident Report form must be completed and submitted to Risk Management.
- Injuries to USU employees must also be reported using the Employer's First Report of Injury.

### **7.3 Repairs and Claims Management**

- All repairs must be coordinated through USU Risk Management.
- Auto body repairs must be completed by a shop approved by the Utah Division of Risk Management.
- The department of the driver involved in the accident is responsible for payment of the applicable insurance deductible.

## **8. Driver Eligibility Review and Suspension**

- Driver eligibility may be suspended or revoked for repeated preventable accidents, moving violations, reckless driving, DUI, or unauthorized vehicle use.
- The USU Driver Safety Committee will review incidents and determine appropriate corrective actions.
- Drivers involved in preventable accidents may be required to complete additional driver safety training.

## **9. Vehicles with Seating Capacity Greater than Eight**

- Vehicles with seating capacity greater than eight occupants may only be owned or leased by USU Motor Pool.
- Departments requiring these vehicles must obtain them through Motor Pool.
- Drivers operating these vehicles must meet training and eligibility requirements established by Motor Pool.
- Additional licensing requirements, including CDL with passenger endorsement, may apply.

## **10. Commute Use of University Vehicles**

- Employees must obtain annual approval for commute use from the Office of the Vice President for Finance and Administrative Services.
- Drivers must submit a Commute Application documenting the business justification.
- Commute use constitutes a taxable fringe benefit under IRS regulations.
- Unauthorized commute use may result in revocation of driving privileges and disciplinary action.

## **11. Related Forms and Resources**

- [Vehicle Accident Report](#)
- [Driving for USU – Risk Management](#)
- [Commute Application](#)