



**BOISE STATE UNIVERSITY**

University Policy #9040

## University Vehicles

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### **Effective Date**

January 2015

### **Last Revision Date**

January 2018

### **Responsible Party**

Vice President for Campus Operations and Chief Operating Officer, (208) 426-1233

### **Scope and Audience**

This policy applies to all university employees and students who drive motorized vehicles while on official university business. Does not apply to employees who use vehicles controlled by Boise State under the terms of a Ride Share program.

### **Additional Authority**

- Idaho Code §67-7101
  - Idaho Code §49-619
  - Idaho Code §49, Chapter 6
  - Idaho Code §18-3309
  - Idaho State Board of Examiners Policy No. 442-50, State Travel Policy and Procedures, Section 9, Use of State Vehicles
  - University Policy 6180 (Travel)
  - University Policy 9110 (Smoke Free Campus)
  - University Policy 7005 (Background Investigations)
  - University Policy 12080 (Possession of Firearms/Weapons on University Owned or Controlled Premises)
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## 1. Policy Purpose

To provide direction for employees who use motorized vehicles for business purposes.

## 2. Policy Statement

Safety is the number one priority for university employees and students who acquire, operate or maintain motor vehicles for Official University Business.

## 3. Definitions

### 3.1 Authorized Driver

The owner of a valid operator's license who, where required, has successfully completed the required operating training for University Vehicles for job related driving as outlined in Section 4.2.6 below.

### 3.2 Department Vehicle

A University Vehicle not belonging to Motor Pool; owned by a specific unit or department.

### 3.3 Motor Pool

A collection of University Vehicles not specifically assigned to a department; intended to provide vehicle access to Drivers requiring temporary or infrequent use.

### 3.4 Official University Business

An activity or support function that directly carries out Boise State's mission of instruction, research and service.

### 3.5 University Vehicle

A vehicle owned, leased, or otherwise under the control of Boise State University.

## 4. Responsibilities and Procedures

### 4.1 Acquisition

- a. Consideration to Boise State's mission and purpose will be given when selecting a vehicle for the university's use. Whether purchased or donated, the following considerations must be weighed prior to acquiring a new University Vehicle:

- (i.) Whether the vehicle meets the university's environmental standards. The fleet manager will ensure the new vehicle does not exceed the emissions output of the vehicle it is replacing.
  - (ii.) Whether a non-motorized or existing Department Vehicle could be reassigned to meet the need.
  - (iii.) Whether the vehicle is the most appropriate for the intended purpose.
  - (iv.) Whether any additional equipment or options may be needed for the intended use.
  - (v.) Whether there will be additional costs to place the vehicle into service.
  - (vi.) Whether ongoing possession of the University Vehicle or another transportation option would be more cost effective.
- b. Regardless of funding source, all University Vehicle acquisitions must be approved by the appropriate Vice President and the University Fleet Manager.
  - c. All campus units will notify the Fleet Manager and the Office of Risk Management and Insurance (RMI) of vehicle acquisitions. RMI will ensure the vehicle is added to Boise State's Auto Insurance Schedule and the Fleet manager or his/her designee will provide written certification that vehicles have been inspected, certified, and added to the inventory.

## 4.2 Operation

### 4.2.1 Philosophy

Vehicles must be operated only by Authorized Drivers, in the safest possible manner, and in a way that reflects a positive image of Boise State University.

### 4.2.2 Vehicle Guidelines

- a. University Vehicles are authorized for the purposes listed below. It is the responsibility of the approving department, the Driver, and the driver's supervisor to ensure the vehicle is used only for these purposes.
  - (i.) Official University Business for which travel expenses have been authorized. See University Policy 6180 (Travel) for more details;

- (ii.) Travel directly associated with instructional programs of the university, including field trips, grant program administration, and approved non-academic activities; and
  - (iii.) Professional meetings by university-authorized personnel or representatives, such as the Idaho State Board of Education, university-approved associations, and recognized student organizations.
  - (iv.) Day-to-day use to support the work of the University.
- b. To reserve a University Vehicle from the Motor Pool, fill out the [Motor Pool Authorization form](#).
  - c. University Vehicles may not be parked at air terminals or similar locations for long periods of time.
  - d. University Vehicles must be properly returned to Fleet or the home department immediately after trip completion. Return procedures are maintained by Fleet personnel.
  - e. For all vehicles, university brand standards must be followed. Contact the [University brand committee](#) for more information.

#### 4.2.3 Driver Guidelines

- a. Drivers will follow all relevant traffic safety laws and exercise the highest standards of safety when operating a University Vehicle. This includes not smoking in University Vehicles per university policy #9110 (Smoke Free Campus).
- b. Weapons are prohibited in University Vehicles per university policy #12080 (Possession of Firearms/Weapons on University Owned or Controlled Premises).
- c. An Authorized Driver who has had their operator's license revoked must report the incident to their supervisor and Human Resources.
- d. Responsibility for traffic and parking citations belongs to the cited Driver, who must report any citations to their supervisors and Human Resources.

#### 4.2.4 Driver Qualifications and Insurance Requirements

- a. HR conducts motor vehicle record checks for all Authorized Drivers upon hire who are required to drive for their roles at the University. Annual driver license record checks will be completed for all Authorized Drivers as directed by HR, Fleet Management, and RMI.
- b. Some restrictions will be enforced for younger drivers.
  - (i.) Drivers of standard vehicles (sedans, pickups, golf cart, etc., that do not require special licensing) must be at least 18 years of age.
  - (ii.) Drivers of twelve passenger vans must be at least 21 years of age and complete university van training.

#### 4.2.5 Driver Disqualifications

Drivers are no longer authorized to operate University Vehicles if they:

- a. Accumulate 9 or more points on their driver's license record, or receive a conviction, plea of guilty, withheld judgment, or other determination of fault ("Conviction") for an alcohol or drug-related offense while driving within the past (3) years; or
- b. Are disqualified pursuant to University Policy #7005 (Background Investigations).
- c. Live in Idaho as a permanent resident and do not obtain an Idaho driver's license within 90 days of moving to the state, in accordance with Idaho law
- d. Driver License Record checks for out-of-state licenses will be handled on a case-by-case basis.

#### 4.2.6 Driver Training

- a. University Vehicle training is jointly administered and maintained by the Office of Environmental Health, Safety and Sustainability (EHSS) and the Department of Public Safety Systems (DPSS). Together, they provide a training directory and schedule for the various types of University Vehicles. Contact [EHSS](#) for University Vehicle training requirements. EHSS must be contacted for training requirements prior to operation and/or use of any motorized or electric vehicles on Official University Business that can be operated on the street.

- b. It is the responsibility of the department and unit heads to assess departmental need for training, encourage employee participation, and notify [EHSS](#) of departmental/employee requirements.
- c. Departments using graduate assistants as van Drivers must forward a list van Drivers to EHSS at the beginning of each semester so that appropriate van training is delivered to the Drivers.
- d. When using a vehicle rental agency, all departments are still responsible for ensuring Drivers have completed the required training.

#### 4.2.7 Accident Reporting

- a. If any University Vehicle is involved in an accident, refer to the State of Idaho Accident Report Guide, the proof of insurance card, and the Citizens Claim form located in the front passenger compartment area. The Driver must report the accident to Risk Management and Insurance. If the vehicle is drivable, it must be taken to the Fleet Maintenance Department for evaluation, photos, and accident estimate procedures within 48 hours of the incident.
- b. Upon evaluation of an accident insurance claim, RMI will notify the employee, his or her supervisor, and the appropriate department of the requirement to attend defensive driving training.

#### 4.3 Maintenance

- a. To ensure safe and reliable transportation, all University Vehicles including department vehicles must be managed and maintained as per best practices outlined in Boise State's fleet maintenance program.
- b. Regardless of whether a Motorized Vehicle resides in the Motor Pool or is a Department Vehicle, fleet management is responsible for maintaining necessary records and documents pertaining to the operation of the vehicle, and for ensuring each vehicle is in compliance with operational and safety requirements according to state, local, federal and internal laws, rules and regulations.
- c. The Fleet Manager may remove a vehicle from operation if repairs are necessary to satisfy minimum safety and liability requirements. All maintenance and repair costs for Department Vehicles may be charged back to the relevant department.

- d. The Fleet Manager is responsible for establishing and maintaining University fuel purchase protocols and controls.

#### 4.4 Disposal

At some point, vehicles cost more to maintain than they are worth. Therefore, the Fleet Manager shall be responsible for:

- a. Procedures for disposing of or repurposing Vehicles,
- b. Removal of Vehicles from service, and
- c. Enforcement of the Minimal Use Standard, under which University Vehicles must be driven at least 250 miles quarterly or 1,000 miles annually. Contact the Fleet Manager for exceptions to the Minimal Use Standard, and potential options to keep a low use vehicle on campus.

#### 4.5 Twelve and Fifteen Seat-Passenger Vans

- a. According to the National Highway Traffic Safety Administration, passenger vans carrying twelve (12) and fifteen (15) persons including the Driver can be particularly dangerous.
- b. The University will not acquire or maintain fifteen (15) seat passenger vans. As safety features continued to be improved, this policy will be reviewed, generally every three (3) years. Fifteen (15) seat passenger vans can be rented from other sources **when other options are not available** from the Boise State Motor Pool and when every reasonable effort has been made to rent twelve passengers from other rental sources.
- c. Campus Units may not under any circumstances purchase fifteen (15) seat passenger vans for Official University Business.
- d. Twelve (12) seat passenger vans may be acquired by the University and driven on Official University Business. Discuss possible acquisitions with the Office of Risk Management and Fleet Management.
- e. Twelve (12) passenger vans may be reserved through the Motor Pool. When twelve (12) passenger vans are not available on campus, the Motor Pool is available to assist campus units or Authorized Drivers to rent twelve (12) passenger seat vans with the highest safety standard from outside sources.

- f. Drivers must be at least twenty-one (21) years old to drive twelve (12) seat passenger vans, and twenty-five (25) years old to drive fifteen (15) seat passenger vans. Both sets of Drivers must have completed appropriate van training.
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## Revision History

January 2018