

UCF-4.031 Assignment and Use of University Vehicles.

(1) All vehicles owned, rented or otherwise contracted by the University shall be operated in accordance with the following policies and implementing regulations.

(a) These vehicles will be used only for official business or to relieve emergency situations where the protection of life or property is involved and there is no other means of transportation available.

(b) Department heads requesting and/or authorizing the use of University controlled vehicles are responsible that such use is for official business.

(c) Only drivers authorized under these procedures shall be permitted to drive these vehicles.

(d) Only on special occasions in connection with official travel being performed in state owned or rented vehicles, when it has been determined by a University Vice President that the purposes of the travel can be more usefully served by including persons other than state officials, employers, or students, such persons may be authorized to travel in such vehicles provided no expense to the state is involved.

(2) Compliance with Parking and Traffic Regulations. University owned or leased vehicles shall be operated in accordance with all traffic and parking laws and regulations, including the parking regulations of the University.

(3) Responsibilities of Operators of University Vehicles. Persons operating University owned or leased vehicles are personally responsible that these vehicles are operated in accordance with all applicable state, county, and local motor vehicle traffic and parking laws, ordinances, and regulations.

(4) Payment of Traffic and Parking Violation Citations (Fines). All traffic and parking citations issued to a University owned or leased vehicle shall be paid by the operator of the vehicle whose actions caused the citation to be issued. Such citations that are not paid directly by the responsible individual may have to be paid by the University and in such case the University shall have the power to recover the amount paid directly from that individual.

Authority: BOG Regulation 1.001. History—New 10-8-75, Formerly 6C7-4.31, Amended 1-20-87, 3-16-03; Formerly 6C7-4.031, Amended 4-22-09.