

Use of Motor Vehicles When Conducting University Business

I. Purpose

To set forth requirements for persons driving University-owned, personal or rental vehicles when acting as an agent of the University or its affiliated corporations listed in [Business Procedure E-1-0](#).

II. Definitions

- *Business officer/department administrator*: an employee authorized to approve expenditure of departmental funds.
- [Motor Vehicle Record \(MVR\) Release and Information Form](#): a form used by the University's Risk Management department to obtain information used to verify the driving records of employees traveling on behalf of the institution.

III. Policy

- A. A person employed by the University may be permitted to drive a University-owned, personal or rental vehicle when traveling on University business when the following guidelines have been met:
1. Department administrator or chair approves
 2. The driver
 - a. possesses a valid operator's license
 - b. submits an [MVR Release Form](#) to Risk Management
 - c. has a minimum of five years driving experience
 - d. has no health problems which limit or restrict driver licensing
 - e. has been involved in no more than two at-fault accidents in the past three years
 3. MVR's that have six or more deficiency points, as determined by the State Motor Vehicle Records, will result in the review of driving privileges
- B. Insurance
1. When conditions listed in section III. A. are followed, a driver is acting as an agent of the University and will be covered by the University's Motor Vehicle Insurance Policy.
 2. See University of Kentucky Business Procedure [D-1-1: Motor Vehicle Insurance](#) for further information concerning policies and procedures for insurance coverage and claims.
- C. Text messaging
1. University employees shall not engage in text messaging when driving any motor vehicle on behalf of the University.
 2. Operators of emergency or public safety vehicles may be exempt from this requirement when the use of a personal communication device is an essential function of the operator's official duties.
- D. Cell phones
- The University strongly recommends that employees follow the text messaging guidelines when using a cell phone while operating a motor vehicle on behalf of the University.

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- E. University of Kentucky-owned vehicles
1. May not be used for personal business, including commuting to and from work (i.e., to and from the employee's residence to their workstation, to restaurants, clubs, social engagements or other personal activities) except for law enforcement vehicles provided to selected University Police personnel to carry out their duties which may include using the vehicle to commute to and from their residence and workstation.
 2. An individual making personal use of a University vehicle is acting outside the scope of an agent of the University and is personally liable for any damage to the vehicle as well as for any liability they may incur to others.
 3. Heads of departments are responsible for ascertaining that vehicles are used for official purposes and that the use of such vehicle is not abused.
 4. An authorized driver may not delegate responsibility to any other person unless that person is also an authorized driver of a University vehicle.
 5. A person not employed by the University may be permitted to drive a University vehicle when necessary, but only with the express permission of the department head or administrator and upon meeting the guidelines set forth in section III. A.
 6. Passengers in a University vehicle are limited to employees of the University, others on University business, official guests of the University and individuals to whom the University wishes to extend a courtesy. Family members who are not employees of the University may not ride in University vehicles. Picking up hitchhikers and casual riders is not permitted.
- F. The number of passengers transported in any vehicle must comply with and not exceed the manufacturer's specifications and the guidelines established by the National Safety Council.
- G. All University business travel must be conducted in accordance with [Business Procedure E-5-1: Reimbursement of Travel Expenses](#).
- H. Drivers of 12 or 15 passenger vans must also complete the [Passenger Van Training](#) program offered by UK Environmental Health and Safety before driving these types of vehicles.
- I. Drivers of commercial motor vehicles must possess a valid Commercial Driver's License (CDL) and comply with all federal requirements mentioned in, but not limited to [Human Resources Policy and Procedure 21: Omnibus Transportation Act Employee Alcohol and Controlled Substance Testing](#).
- Students are not permitted to drive any type of University-owned vehicle. Only qualified employees are permitted to drive vehicles.
- J. Any exception to the above must have prior approval by the Executive Vice President for Finance and Administration in writing.