

POLICY

Effective Date: 04/12/04

Approved By: Director of Facilities Management

Cancels: 96-2

**POL-5733.01 USING UNIVERSITY (FACILITIES MANAGEMENT)
VEHICLES**

This policy applies to all Facilities Management (FM) personnel who use University vehicles. Use of University vehicles shall be in accordance with the latest Motor Pool Regulations. Specific responsibilities of both the operator and the department are outlined below.

1. The FM Shop/Division has the following responsibility:

1. Five hundred dollar (\$500) deductible for each occurrence of accident or damage.

2. The FM Vehicle Operator has the following responsibilities

1. Have a valid driver's license in his/her possession at all times.
2. Wear seat belts at all times.
3. Be familiar with and abiding by all Motor Pool and Parking & Travel regulations on Western's campus, and applicable State and local laws.
4. Personally liable and responsible for the payment of parking tickets, moving violations, etc., issued to them or the vehicle while using a state owned or operated motor vehicle (WAC 70.40.40b.c; subsection 10.20.20. The operator may be held responsible for damages in the case of gross driver negligence or unauthorized use.
5. The care, safety, and maintenance of an assigned vehicle; refueling; and promptly reporting vehicle malfunction to the Maintenance Garage on a timely basis.
6. Restraining loads/load security.
7. Locking vehicle when unoccupied.

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8. Reporting accidents in the prescribed manner.
9. Using the vehicle for official University business purposes only, and in a manner that will not reflect unfavorable upon the University.
10. Restricting passengers to University employees only, or to others being transported in the course of official university business.
11. All off campus trips must be authorized by the supervisor.