



Policy Name: University Vehicles

Marian University University Vehicles

Originated Date: 04/15/1997

Review Date: 12/03/2015

Revised Date: 12/03/2015

Policy Statement:

The University has several vehicles available for use by faculty, staff and student organizations for Marian sponsored events or functions. Only approved personnel are allowed to drive University vehicles. Personnel must be approved through the Office of Student Services. There is a charge applied for use of these vehicles. Details can be found in the University Policies and Procedures Handbook.

Employees must have a valid driver's license to operate University vehicles. Driving without a valid driver's license may result in disciplinary action. Safe driving practices, speed limits and other driving laws must be observed at all times. The University is not responsible for any fines incurred for violations by employees while driving University vehicles. Employees are responsible for reporting any accidents, no matter how minor, to the police before leaving the scene of the accident.

Persons authorized to do business for the University and attend meetings in other places are expected to use University vehicles. If there is no vehicle available, with proof of personal insurance and prior approval of their supervisor, personal vehicles may be used for attending University business.