
SUBJECT: VEHICLE USE POLICY

1.0 PURPOSE

1.1 The purpose of this policy is to define and promote efficient and safe requirements for all College-owned Vehicles, state-owned Motor Pool Vehicles, and Personal Vehicles used for official business at Snow College (hereafter “College”), including motorized Golf Carts and Utility-Type Vehicles.

2.0 DEFINITIONS

2.1 **College Fleet Vehicle.** College Fleet Vehicles consist of all vehicles owned by Snow College (hereafter referred to as “College Fleet”). Vehicles purchased for instructional use and not licensed for road use are not considered part of the College fleet.

2.2 **Motor Pool Vehicle.** Snow College’s state-owned Motor Pool Vehicles (hereafter referred to as “Motor Pool”) consist of the State of Utah owned vehicles. Procedures and guiding principles are required by Utah State’s Division of Risk Management.

2.3 **Personal Vehicle.** A Personal Vehicle is a vehicle owned by anyone other than the State of Utah or Snow College (i.e. an employee, staff, student, other personnel, etc.) who is using the vehicle as a means of transportation on official College business. Please note that regulations as set forth in section 4.0 of this policy do not apply to Personal Vehicles.

2.4 **Utility-Type Vehicle.** A Utility-Type Vehicle (hereafter referred to as “Utility Vehicle”) is any recreational vehicle traveling on four or more tires, having a width of 30 to 70 inches, an unladen dry weight of 2,200 pounds or less, a seat height of 25 to 40 inches when measured at the forward edge of the seat bottom, and side by side seating with a steering wheel for control. Utility Vehicles are commonly used in the furtherance of repairing, maintaining, or operating any structures or any other physical facilities necessary for the delivery of College services. Approved Utility Vehicles may meet requirements to be legally registered and permitted to drive on public streets.

2.5 **Golf Cart.** A Golf Cart is a small motorized cart not capable of exceeding 20 mph that is used to carry personnel/students and/or equipment around campus. Golf Carts are generally less robust than Utility Vehicles and cannot be licensed for road use or used on public streets.

2.6 **College Business.** You are driving on College business if any of the following apply:

- a. You or your group are representing the College;
- b. The College is paying your expenses;
- c. College personnel approved the trip or helped organize it;
- d. You are driving as part of a job requirement;
- e. You are acting on behalf of your organization or department.

2.7 **Handheld Wireless Communication Device.** A handheld wireless communication device is used for the transfer of information without the use of electrical conductors or wires including wireless telephones, text messaging devices, laptops, or any substantially similar communication device that is readily removable from the vehicle and is used to write, send, or read text or data through manual input.

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3.0 ALL VEHICLES (Motor Pool, College Fleet, Personal)

- 3.1 Only vehicles used for College purposes may be driven or parked on College walkways, fire lanes, or landscape areas unless prior permission is given by Campus Services.
- 3.2 All employees or College students driving for College business must complete the Defensive Driver Training provided by State Risk Management and be approved and certified by Campus Services. Defensive Driver Training must be completed *prior* to the operation of any vehicle for use on official College business. Training must be completed every two (2) years.
- 3.3 All operators shall carry a valid and current state-issued driver's license and meet all applicable eligibility requirements as set forth by the College and/or State Risk Management, as well as obey all federal and state motor vehicle rules and regulations while using the vehicle. Such requirements include but are not limited to the following:
- Vehicles are to be operated in a safe and responsible manner at all times.
 - Operating a vehicle under the influence of alcohol and/or drugs is prohibited. If taking prescribed medication that causes drowsiness, or if the driver is impaired in any way, the driver may not operate the vehicle.
 - All operators and passengers in vehicles shall wear seat belt restraints at all times while in a moving vehicle.
 - The use of handheld wireless communication devices while driving is prohibited, which includes texting, instant messaging, emailing, etc. Exclusions to this requirement include usage during a medical emergency, reporting a safety hazard, reporting criminal activity, law enforcement personnel or emergency service personnel acting within the course and scope of their duties, hands-free or voice operated technology, and/or systems that are physically or electronically integrated into the motor vehicle. See Utah Administrative Code 41-6a-1716. A GPS unit, whether fixed or portable, may be used if the address is entered before driving, the device is mounted (not held in a hand or lap), and the driver does not interact with the GPS unit while driving. If interaction is necessary, the driver must have a passenger enter data or pull off the road to enter data.
- 3.4 All vehicles being driven on College property, with the exception of parking lots, must have prior approval from the appropriate Director of Campus Services. The intent is to keep pedestrian walkways safe and to protect common area property.
- 3.5 Any citation given for violation of traffic rules and/or regulations shall be the sole responsibility of the operator.
- 3.6 Operators are required to abide by any additional procedures adopted to implement this Policy as well as such rules and guidelines as promulgated by Snow College Risk Management.

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4.0 COLLEGE FLEET AND MOTOR POOL VEHICLES

In addition to the above requirements, the below stipulations also apply to the use of College Fleet and Motor Pool Vehicles.

- 4.1 All operators of College Fleet or Motor Pool Vehicles shall be employees, students, or officially approved volunteers of Snow College.
- 4.2 College Fleet or Motor Pool Vehicles shall be used for official College business only. Taking a vehicle to a personal residence overnight is not allowed, unless prior written approval by the Vice President for Finance and Administrative Services has been given.

Subject: Vehicle Use Policy
Policy #
Date Approved:
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Responsible Office(s): Campus Services/Risk Management

- 4.3 Operators of Motor Pool Vehicles must adhere to the rules and regulations set forth in the Utah Administrative Code R27-3.
- 4.4 Tobacco use of any kind in a College Fleet or Motor Pool Vehicle is prohibited.
- 4.5 Service animals are the only animals allowed in College Fleet or Motor Pool Vehicles unless animals are for specific College purposes where pre-approval must occur through the fleet coordinator.
- 4.6 Transporting family, friends, pets, associates or other persons who are not state employees or are not serving the interests of the State is not allowed in State and College owned vehicles.
- 4.7 If involved in an accident, the driver must complete a College Accident-Injury-Incident Report within- in 24 hours or as soon as is reasonable if an injury is involved. For a Motor Pool Vehicle, the operator *must* additionally report a claim by following the instructions on the State Risk Management webpage.
- 4.8 Misuse of a College Fleet or Motor Pool vehicle may result in employee or student disciplinary actions as deemed appropriate by the individual's direct supervisor, in consultation with the Director of Human Resources, or the Vice President for Student Success (for student issues).
- 4.9 Any operator of a 12 or 15 passenger van must also comply with the State of Utah Fleet Operations Full Size Passenger Van Protocol, including successful completion of van training.
- 4.10 Permission to operate College Fleet or Motor Pool Vehicles may be suspended or revoked by the College and/or State Risk Management at any time from persons in violation of this policy or its accompanying procedures.

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Deleted: Only children engaged in an official College activity are permitted to be transported in College Fleet or Motor Pool Vehicles.

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