



FLORIDA STATE UNIVERSITY

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MEMORANDUM

April 21, 2008

TO: Facilities Employees
FROM: Dennis Bailey, Associate Vice President Facilities
SUBJECT: Policy OP-C-9 Use of State Vehicles

A handwritten signature in black ink that reads "Dennis Bailey".

For the safety and protection of all Facilities employees and our department, this memorandum serves as a reminder of the Florida State University policy regarding the use of state vehicles. This policy is in accordance with Chapter 287.17 of the Florida Statutes.

OVERVIEW

State/University-owned vehicles are to be used only for official state business in accordance with Section 287.17, Florida Statutes. As used herein, the term "State Vehicle" means a vehicle designed for road use that is owned by or leased, loaned, or otherwise assigned to units within The Florida State University. The University Police Department is the only department within the University exempt from this policy, as their vehicle is an extension of the office. The following policy supersedes all earlier University policies regarding State Vehicles.

- A. State vehicles may not be used for personal use, except during extended trips where such is consistent with the completion of the official duties of the operator and/or passengers and is approved by the operator's supervisor.
- B. State vehicles are to be operated in accordance with applicable laws and regulations. The operator is personally responsible and liable for all fines, damages, repairs, and other disciplinary actions resulting from the violation of laws and regulations due to the operation and parking of the vehicle. Accidents or property damage involving University motor vehicles shall be reported to the University's Insurance Coordinator within the Environmental Health and Safety Office.
- C. A vehicle trip log will be maintained for each state vehicle for off-campus trips. It is the operator's responsibility to ensure that the trip data is accurately entered in the vehicle trip log. Vehicle operators are to turn in log sheets when full and obtain new sheets from their supervisors.
- D. The use of tobacco products, including chewing tobacco and the smoking of cigarettes, pipes and cigars is not permitted in state vehicles.
- E. Bumper stickers and other materials are not to be affixed to state vehicles without express permission of the supervisor.
- F. All occupants of a state vehicle must wear seat belts whenever the vehicle is in motion.
- G. The operator must possess a valid driver's license of the type required for the vehicle to be operated. Please review attached policy OP-7-G8 License Requirement for Operating University-Owned Vehicles for further driver's license guidelines and responsibilities.

I acknowledge receipt of this memorandum.

Print Name

Employee Signature

Date

1. For employees required to drive University-owned vehicles as a regular element of their job responsibility, the following shall apply:
- Each employee will be required at the time of hire to provide proof of their valid driver's license and a copy shall be maintained in their department file. Employee's hired prior to the effective date of this policy, will also be required to submit a copy of their valid driver's license which shall be maintained in the department file.
 - Each department shall annually verify the validity of the drivers' licenses of employees, via the DMV website <https://www.dmv.state.fl.us/dlcheck/dlcheckng>, and print documentation for the department file.
 - If at any time the employee does not possess a valid license, the employee may be terminated, in accordance with University policy, for inability to perform their job duties, contingent prior to any such action.
 - If the employee is not fired by the State of Florida that their driver's license is not valid (including if the license is suspended), the employee must, within five (5) working days of travel must do so in accordance with the established departmental policy. Additionally, departments are required to have these employees periodically present their driver's license so the department can be assured that only licensed drivers are operating University vehicles.

3. University vehicles are to be operated in accordance with applicable laws and regulations. Employees are personally responsible for any traffic violations and fines, and may be liable for any property damages or injuries resulting from the violation of laws and/or regulations related to the operation of a University vehicle. Employees also could be subject to disciplinary action for violation of laws and/or regulations related to the operation of a University vehicle (Reference OP-C-9 Use of State Vehicles). Any accident, property damage, or injury involving University motor vehicles must be immediately reported to the University's Insurance Coordinator within the Environmental Health and Safety Office at 644-4683.
- Employees who, on occasion, use a University-owned vehicle for the purpose of business related travel must do so in accordance with the established departmental policy. Additionally, departments are required to have these employees periodically present their driver's license so the department can be assured that only licensed drivers are operating University vehicles.

PROCEDURES

To outline the guidelines and responsibilities for ensuring that operators of University-owned vehicles have a valid driver's license.

OBJECTIVE