

**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Fleet Operations	Procedure Number:	FO-02
Subject:	Use of University Vehicle Rules and Regulations	Effective Date:	February 1999
		Revised Date:	March 2017
Facilities Officer:		Reviewed Date:	May 2023

Standard Operating Procedure

The University of Toledo’s Fleet Management department shall provide a procedure and supply rules and regulations as it relates to state-owned vehicles.

Purpose

To provide a safe and efficient means to transportation for University personnel.

Procedure

1. All operators of State of Ohio vehicles shall have a current and properly classified vehicle driver’s license, be insurable under University guidelines, and operate said vehicles within full compliance with all applicable state and local laws, ordinances and regulations.
2. University vehicles shall be used only for university business, shall not be used for unauthorized personal activity, and shall not be used to transport passengers other than those necessary to and engaged in conducting official university business.
3. The unauthorized use of a University vehicle by a University employee may subject him or her to disciplinary action by the University and/or prosecution under section 2913.03 and section 124.71 of the Ohio Revised code.
4. In the case of any accident involving a University vehicle, the vehicle’s operator must submit an official police accident report to Fleet Operations or Risk Management within 72 hours of the accident. The operator is responsible for reporting the accident to the appropriate police department immediately, or as soon as possible.
5. Any repair or damage to vehicles as a result of negligence, misuse or malicious intent beyond reasonable wear and tear could result in reimbursement to the department index by the vehicle driver.
6. Responsibility for all vehicle-related expenses and management of vehicle and vehicle components (i.e., keys, attachments, add-ons, etc.) fall onto the responsible department.