Standard Operating Procedure

The University of Toledo's Vehicle & Equipment Service Center shall provide a procedure and use of University rules and regulations as it relates to state owned vehicles.

Purpose

To provide a safe, efficient means of transportation for University personnel.

Procedure

1. All operators of state vehicles shall have a current and properly classified vehicle driver's license 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 to prosecution under Section 2913.03 and Section 124.71 of the Ohio Revised Code.

4. Any accident involving a University vehicle must result in the vehicle's operator submitting an official police accident report to the Motor Vehicle Department 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. The University of Toledo Vehicle & Equipment Service shall provide mechanical service, fuel and lubricants to all vehicles owned, leased, or under the control of The University of Toledo and shall charge cost plus a reasonable mark-up for administrative expenses and overhead.

6. Leased vehicles includes only those vehicles that are paid for directly by University purchase order or requisition which are typically long-term (one year or more) leases, and does not include short-term rentals (daily, weekly, or monthly).