


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Motor Vehicle Operations (MVO)</b>	<b>Procedure Number:</b>	<b>MVO-02</b>
<b>Subject:</b>	<b>Use of University Vehicle Rules and Regulations</b>	<b>Effective Date:</b>	<b>February 10, 1999</b>
		<b>Revised Date:</b>	<b>March 2017</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>March 2020</b>

**Standard Operating Procedure**

The University of Toledo's Motor Vehicle Operations 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 of 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 to 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 the Motor Vehicle Operations 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. Any repair or damage to vehicles as a result of negligence, misuse or malicious intent beyond reasonable wear and tear could result in reimbursement by primary user of department.
6. A duplicate set of keys for all UT vehicles will be placed in the MVO.