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## University Vehicle Policy

BYU allows authorized employees, students, and volunteers to use university vehicles when doing so accomplishes the mission of the university.

The University Vehicle Committee (UVC) administers the procurement, use, maintenance, and disposition of all university vehicles. Risk Management and Safety (RMS) may implement procedures for the operation of university vehicles in support of this policy.

Deans and directors have the duty to ensure that university vehicles assigned within their areas of responsibility are used as outlined in this policy and its associated procedures. Failure to adhere to this policy and its procedures may result in the loss of university driving privileges.

All travelers must also follow the [Travel Policy](#) and applicable Purchasing and Travel policies and procedures.

### Definitions

For purposes of this policy, key terms are defined as follows:

*Authorized Driver (or Driver)* means a university employee, student, or volunteer who has met the requirements necessary for driving University Vehicles and has a university-related purpose for driving a University Vehicle (see Driver Requirements section below).

*University Vehicle (or Vehicle)* means a university-owned, -leased, -rented, or -borrowed self-propelled vehicle. This includes, but is not limited to, sedans, sport utility vehicles (SUVs), minivans, pickup trucks, buses, tractors, utility vehicles (e.g., GEM carts, golf carts), ATVs, snowplows, construction vehicles, and boats.

### Driver Requirements

University Vehicles may be driven or operated only by Authorized Drivers. To be an Authorized Driver, an individual must

- have a current U.S. driver license;
- be 18 years of age or older;
- have completed any required training (see Vehicles Requiring Specific Training section below);
- abide by all applicable laws and BYU policies; and
- be proficient in driving skills.

Drivers without a current U.S. driver license who hold an international driver license must consult with RMS prior to operating a University Vehicle.



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Prior to operating a University Vehicle, student and volunteer Authorized Drivers must be approved by the campus unit coordinating the student or volunteer services (see [Volunteer Policy](#)).

Authorized Drivers who have or suspect they have an impairment that may affect their driving must report that information prior to operating a University Vehicle, as directed below:

- Employees (including student employees) to Human Resource Services or Faculty Relations, as appropriate; and
- Students and volunteers to the university official allowing the student or volunteer to operate a University Vehicle.

University officials who receive this confidential information must consult with Human Resource Services, Risk Management and Safety, or the Office of the General Counsel and inform the Authorized Driver's direct supervisor about any necessary restrictions.

### **Driver Supervisor Responsibilities**

The supervisor of an Authorized Driver must ensure that, prior to operating a University Vehicle, the Driver (1) has a valid government-issued driver license and (2) has completed any training required under the Vehicles Requiring Specific Training section of this policy.

### **Driver and Passenger Responsibilities**

Drivers and passengers in University Vehicles are perceived as representatives of the university and should behave safely, courteously, and consistent with Brigham Young University standards. These behaviors are identified in part in this policy, are underscored in the university's [Driving a BYU Vehicle course](#), and are supplemented by the Drivers' and passengers' best judgment.

An employee may be disciplined for violating this policy or causing a traffic accident. Discipline may include a fine, additional training, or revocation of the employee's driving privilege.

University Vehicles are important university assets and require vigilant care. Drivers and passengers must keep University Vehicles clean and well maintained.

### ***Safety During Vehicle Operation***

#### **Driver Safety**

While operating University Vehicles, Authorized Drivers must act safely, including by

- ensuring that each Vehicle occupant is secured by a Vehicle safety restraint;
- operating the Vehicle with due care;



- avoiding distraction (e.g., no eating or wearing ear buds);
- not using any handheld electronic device, such as a cell phone, unless the law allows Drivers to operate navigation applications or hands-free cell phones;
- using a spotter to guide backing up when traveling with a passenger (see the [Driving a BYU Vehicle course](#) for spotter training); and
- rotating Drivers every four hours, if possible.

### Passenger Safety

While University Vehicles are being operated, passengers must act safely, including by

- ensuring that they are secured by Vehicle safety restraints;
- behaving in a manner that provides a calm, non-distracting environment for the Driver; and
- assisting with spotting (see the [Driving a BYU Vehicle course](#) for spotter training).

### ***Precautions While Vehicle Not in Operation***

Drivers and passengers must ensure that parked University Vehicles are locked and that the key remains with the Driver. Vehicle contents must be secured out of sight. Drivers and passengers who choose to store personal property in University Vehicles do so at their own risk.

### ***Driver Citations***

Drivers are personally responsible for paying any traffic or parking citations they receive while operating University Vehicles.

### **Vehicle Options**

An Authorized Driver who needs to use a Vehicle for business use has the following options:

- use a campus unit Vehicle
- rent a Vehicle through Physical Facilities – Vehicle Rental
- rent a Vehicle from a third-party entity

The use of privately owned vehicles for university business is discouraged. For more information, see the Privately Owned Automobiles Section of the [Travel Policy](#).

### ***Campus Unit Vehicles***

The UVC may assign University Vehicles to campus units for those units' exclusive use. Campus units may request a Vehicle assignment through the following process:

- Budget funds for the purchase and replacement of the requested Vehicle



- Submit a Campus Vehicle Request Form to the UVC for approval that sufficiently justifies the Vehicle purchase and assignment
- Pay an assigned monthly contribution to the Motor Pool's Vehicle replacement fund

The UVC will approve a budgeted and sufficiently justified Vehicle purchase and assignment.

Campus units will be assessed all costs associated with undocumented damage to, and excessive wear and tear of, assigned Vehicles.

### ***Physical Facilities Vehicle Rentals***

Campus units may rent Vehicles from Physical Facilities – Vehicle Rental at a per-mile, per-hour, or per-day rate set by the UVC. These rates are set to fund regularly scheduled maintenance and repairs, all fuel costs associated with the rental, and necessary Vehicle replacements. Vehicle Rental bills campus units for all costs associated with any undocumented damage to, and excessive wear and tear of, rented University Vehicles.

### ***Third-Party Vehicle Rental***

See the [Travel Policy](#), Rental Automobiles section, as well as the [Purchasing and Travel Rental Cars webpage](#) for university requirements related to third-party vehicle rentals.

### **Vehicles Requiring Specific Training**

Prior to operating any University Vehicle other than a sedan, SUV, minivan, or pickup truck, Drivers should contact RMS for guidance on required training. Drivers must complete applicable training programs prior to operating certain University Vehicles, including the following:

- for twelve-passenger vans, Van Driving Training
- for utility carts (including GEM or golf carts), Utility Cart Training
- for Commercial Motor Vehicles (CMV), the CMV Training Program
- for ATVs, the ATV Safety Training
- for street legal, off-highway Vehicles (such as ATVs, side-by-sides, off-highway motorcycles, etc.) on public property, the [state of Utah Department of Natural Resources OHV Education Course](#)

Other documentation is required by RMS prior to driving the above Vehicles (e.g., documentation of hands-on training by a certified competent person, state driving records). Drivers must contact RMS to complete the appropriate documentation.

### **Vehicle Accidents and Damage**

If a University Vehicle has been in an accident or damaged in any way, the Driver must inform his or her supervisor. The Driver or the responsible campus unit must then submit an online



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[Driver's Incident Report](#), which is received by Risk Management and Safety and Physical Facilities Motor Pool management. The report must be submitted within 24 hours of the accident or discovery of the damage. Failure to timely file a report can limit the university's ability to receive insurance reimbursement. If an insurance claim submitted by the university is rejected due to a Driver or Driver's responsible campus unit not filing a report in a timely manner, the unit will be billed for the Vehicle's repairs.

### ***Vehicle Accident Review***

The Vehicle Accident Review Committee (VARC) reviews accidents that involve University Vehicles. During its review, the VARC may

- determine accident preventability,
- recommend corrective actions for the Driver, and
- assign fees to campus units or the Driver.

### **Accident Preventability**

The VARC reviews an accident and determines whether the employee could have prevented the accident and to what extent. An employee who disagrees with the VARC's decision regarding accident preventability may appeal by submitting additional information to the VARC chair. Subsequently, the VARC will notify the employee of the results of the appeal.

### **Corrective Actions**

In determining corrective actions for the Driver and the campus unit responsible for the Driver, the VARC may consider mitigating factors such as the Driver's driving record and relevant medical history. The VARC's corrective actions are appealable to the VARC's responsible officer.

### **Campus Unit and Driver Fines**

The VARC assesses fines to campus units and Drivers for

- preventable accidents
- failure to ensure that Drivers have completed mandated training, and
- loss and/or theft due to employee negligence.

Fine decisions may be appealed to the VARC's responsible officer.

### **Specific Uses of University Vehicles**

This section addresses specific uses of University Vehicles.



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### ***Personal Use of or Commuting with University Vehicles***

University Vehicles are not for personal use.

Requests to use a University Vehicle for daily or recurring commuting must be approved by the responsible vice president.

Considerations for approving the use of a University Vehicle for daily or recurring commuting from home to the university include, but are not restricted to, association with other university business or rapid response, on-call duties. It is not always necessary to provide a Vehicle to an on-call employee.

The relatives and other members of an employee's household who are not otherwise Authorized Drivers are not authorized to drive University Vehicles.

Only the university president or an employee's responsible vice president may authorize exceptions to the prohibitions in this subsection. Exceptions must be made in writing with copies to the employee's dean or director and RMS.

### ***Use of Vehicles to Transport Minors***

See [Minor Protection Policy](#).

### ***Fifteen-Passenger Vans***

The use of fifteen-passenger vans for university purposes is prohibited.

### **Insurance Coverage**

The university complies with applicable law in maintaining required insurance on University Vehicles, which may include a layer of no-fault personal injury protection coverage. Questions related to insurance coverage for University Vehicles should be referred to RMS.

### **Vehicle Donations**

Individuals wanting to donate vehicles to the university will have their requests evaluated by the UVC. As with all in-kind donations, vehicle donations are disfavored and are unlikely to be accepted by the university.

**APPROVED:** 25 Mar 2024

**PRIOR VERSION:** 23 Feb 2015 (University Vehicle Policy and University Vehicle Procedures), 26 Nov 2022 (Motor Vehicle Accident Policy)



**APPLICABILITY:** This policy applies to all university employees and others who use university vehicles.

**POLICY OWNER:** Administration Vice President and CFO, Assistant to the President and General Counsel

**RESPONSIBLE OFFICE:** Physical Facilities; Risk Management and Safety

**RELATED POLICIES:**

- [Physical Facilities Policy](#)
- [Purchasing Policy](#)
- [Risk Management and Safety Policy](#)
- [Traffic, Parking, and Rideables Policy](#)
- [Travel Policy](#)
- [Volunteer Policy](#)