

# **PROVIDENCE COLLEGE**

## **MOTOR VEHICLE USE POLICY**

### **I. Purpose & Oversight Office:**

This Motor Vehicle Use Policy (“Policy”) provides the requirements by which Providence College employees, students, and others are permitted to operate College owned, leased, rented, or insured motor vehicles. This Policy also provides the requirements for the operation of golf carts and other non-registered motorized utility vehicles on College property. The Office of General Counsel/Insurance Office has primary responsibility for oversight of this Policy.

### **II. Definitions:**

Authorized 9-12 Passenger Van Driver: In addition to being a Qualified College Driver, an Authorized 9-12 Passenger Van Driver must be at least twenty-one (21) years old and specifically authorized to drive a 9-12 passenger van through the Motor Vehicle Use Administrator. Prior to receiving authorization, each driver must satisfactorily complete College-specified training.

College: Providence College.

College Business: Activities (including travel) engaged in, on behalf of, and at the request of or authorized by: i) the College, e.g., field trips, experiential learning activities, clubs/organization activities, and athletic events; or, ii) the Priory of Saint Thomas Aquinas.

Motor Vehicle: A motorized form of transportation properly registered for public road transportation and owned, leased, rented, or insured by the College. The term “Motor Vehicle” does not include non-registered vehicles, which are not intended for public road transportation, such as golf carts, which are governed by Appendix A to this Policy.

Motor Vehicle Use Administrator (“MVU Administrator”): The Office of General Counsel/Insurance Office.

Motor Vehicle Record (“MVR”): A Motor Vehicle Record, or MVR, details an individual’s driving history based on accidents and/or citations over a predetermined period.

Personal Motor Vehicle: A motorized form of transportation properly registered for public road transportation that is not owned, leased, rented, or insured by the College, but rather is owned or leased by a driver qualified under criteria established in this Policy or by that driver’s direct family member. The term “Personal Motor Vehicle” does not include rented vehicles.

Qualified College Driver: In order to be a Qualified College Driver, individuals must be approved prior to operating a Motor Vehicle utilizing the criteria outlined within this Policy.

Supervisor: A supervisor is a full-time employee of the College who has supervisory/managerial responsibility for other employees.

### **III. Roles & Responsibilities:**

MVU Administrator: The MVU Administrator oversees the implementation of this Policy. Duties include:

- Ensuring that all applicable drivers are qualified under this Policy;

- Overseeing the establishment and maintenance of a current, approved listing of Qualified College Drivers by the Transportation Department; and
- Maintaining necessary data on all Qualified College Drivers.

Supervisors: Supervisory responsibility is an important component in monitoring vehicle access by Qualified College Drivers. The Supervisor's role includes:

- Permitting only Qualified College Drivers to operate Motor Vehicles; and
- Reporting any known changes in Qualified College Driver status to the MVU Administrator.

Qualified College Drivers: Qualified College Drivers must comply with the following requirements:

- Operate Motor Vehicles for College Business only after first being authorized through the MVU Administrator;
- Operate Motor Vehicles and, if an employee (not a student), Personal Motor Vehicles for College Business according to this Policy;
- Immediately report Motor Vehicle defects and accidents to their Supervisor; and
- Immediately report changes in driving status to their Supervisor and the MVU Administrator.

#### **IV. College Driver Qualification:**

It is a privilege, not a right, to be permitted to operate a Motor Vehicle for College Business. Before being allowed to drive a Motor Vehicle, individuals must first become a Qualified College Driver.

Supervisors must ensure that all subordinates with College Business driving responsibilities are qualified to drive in accordance with this Policy and that, as applicable, where driving is a material/significant component of the position (e.g. Public Safety Officers, EMT's, Shuttle Drivers; Physical Plant), driving responsibilities are outlined in employee position descriptions. In order to be a Qualified College Driver, individuals must be approved by the MVU Administrator utilizing the criteria outlined in this Policy.

##### **A. Qualification Requirements – Qualified College Driver:**

To be authorized as a Qualified College Driver, individuals must meet the following criteria:

- Must be a College employee or student or member of the Priory of Saint Thomas Aquinas. Absent written permission from the MVU Administrator, third parties (i.e., non-employees, non-students and/or volunteers) are not permitted to operate Motor Vehicles for College Business. Members of the Province of Saint Joseph who are visiting the College may be permitted to utilize a Motor Vehicle upon notification, in advance, to the MVU Administrator and provided the individual is a qualified driver under the requirements established by the Province For purposes of this Policy, Graduate Assistants and student workers are considered students, not employees.
- Must be at least nineteen (19) years of age and have possessed a valid driver's license issued by any of the United States or the District of Columbia for a minimum of three (3) years.
  - Students also must be: i) enrolled full-time, and (ii) have attained sophomore status.
  - Students who have driving responsibilities as part of their employment with the College must comply with all student conditions of this Policy.
- Must complete the Providence College Driver Authorization Form, which requires the approval of the employee's/student's Supervisor.
  - Driver Authorization Forms must be submitted at least two weeks before the expected need for driving authorization.
- Must meet MVR review criteria established for Qualified College Drivers as described further below.
- Must participate in vehicle-specific training (e.g., vans, utility vehicles) as required by the MVU Administrator.
  - All student drivers and all drivers of 9-12 Passenger Vans must complete the College's online driving course.

- As to employees, must follow appropriate procedures when renting or leasing vehicles for College Business. (Students are not permitted to rent vehicles to be operated on College Business.)
- Must comply with all requirements set forth in this Policy.

Notwithstanding the above-listed criteria, the College reserves the right in its sole discretion to deny privileges to, or withdraw privileges from, any person for accidents, for violations, for not providing thorough or accurate information required during the authorization or other process under this Policy, or for other adverse activities involving vehicles that are owned, leased, rented, or insured by the College, or to use stricter guidelines than those of the College's insurers as a condition for granting authorization to drivers.

#### B. Motor Vehicle Record Review and Frequency:

An MVR details an individual's driving history over a predetermined time period. Since driving eligibility is subject to change without College notice at any given time, it is critical that MVRs are reviewed on a predetermined basis. At a minimum, MVRs will be reviewed for each Qualified College Driver at the following intervals:

- **Upon hire or placement in a driving position:** Drivers may not, and should not, be asked to drive on College Business until their driving history has been reviewed. For new hires with driving responsibilities, Human Resources will arrange for submission of completed MVR forms to the MVU Administrator for review.
- **After an accident occurs or a motorist observation report is received:** Obtaining an MVR following an accident, notice of violation, or after a call-in report has been received, assists in determining if there has been a recent change in driving history.
- **As part of a periodic review:** As part of an ongoing program to re-verify the qualifications of existing drivers, an MVR shall be obtained for all Qualified College Drivers on the following schedule and reviewed to determine if remedial training or other action is necessary, including removal or restriction of driving responsibilities:
  - Students – on a biennial basis, provided that the students' supervising departments continue to authorize driving privileges.
  - All other employees authorized to drive Motor Vehicles – on a biennial basis, unless such employees are monitored on a monthly basis as a result of anticipated significant driving activity.

The College may utilize a driver monitoring service to monitor department of motor vehicle databases, which will alert the College to motor vehicle violations or accidents incurred following a completed MVR check.

Each state charges a fee to obtain a MVR, which is a cost to the College. Thus, each department should be prudent in determining whether to seek authorization for its employees and students. Authorization should be provided only if there is an absolute need for the employee or student to drive a Motor Vehicle.

#### C. Motor Vehicle Record Evaluation Criteria:

In its efforts to consistently review MVRs for all Qualified College Drivers, the College has defined a standard threshold for evaluating eligibility for driving responsibilities at the College. Upon each MVR review, driver records will be classified as Clear, Borderline, or Prohibited.

- Clear drivers are eligible to drive pursuant to this Policy.
- Borderline drivers may be eligible to drive under this Policy, given completion of other criteria as determined by the MVU Administrator. This may include additional training and/or more frequent monitoring of an individual's driving record.
- Drivers with a Prohibited MVR rating will be ineligible to participate as a Qualified College Driver.

To assist in determining eligibility, MVR classifications are based on citation and at-fault accident history. Major violations (such as driving under the influence/while impaired, reckless driving, driving with a suspended

license) are reviewed over the prior five (5) years, while minor violations (such as speeding, stop sign/red light violations, most at-fault accidents) are reviewed over the prior three (3) years. Each violation is assigned a score by the College's MVR check vendor. Classifications are as follows:

- 0-7 Points = Clear
- 8-10 Points = Borderline
- Over 10 Points = Prohibited

**D. Driver Authorization:**

The MVU Administrator will notify the employee or student as well as the employee's or student's Supervisor listed on the Driver Authorization Form as to whether driving authorization has been granted or denied. Employees and students may not drive Motor Vehicles for College Business until notification of authorization has been provided.

**E. Change in Driving Status:**

Any change in driving status that places a driver outside of the requirements of this Policy, including, but not limited to, surrender, suspension, or revocation of a driver's license, must be reported immediately by the driver, or his/her Supervisor possessing knowledge of such change in status, to the MVU Administrator. Failure to report such change subjects the driver to disciplinary action, as well as permanent revocation of driving authorization for the College.

**F. Personal Use of Motor Vehicles:**

Use of a Motor Vehicle is restricted to authorized College-related activities. Except for Exclusive-Use Vehicles identified below, personal, non-business related use of Motor Vehicles is not permitted under any circumstances. Any damages and/or liabilities arising out of the personal use, in violation of this Policy, of a Motor Vehicle are the sole responsibility of the driver. The College expects the driver's personal automobile insurer to respond in the event of an accident or any other event arising out of such personal use. Sanctions may be imposed upon violators including, but not limited to, termination of employment for employees and suspension or dismissal for students.

**G. 9-12 Passenger Van Drivers:**

In addition to the requirements of this Policy, drivers of College-owned or leased 9-12 passenger vans must be at least twenty-one (21) years old and specifically authorized to drive such vehicles through MVU Administrator to be designated as Authorized 9-12 Passenger Van Drivers. Prior to receiving such authorization, each driver must satisfactorily complete the College's online driving course.

**H. Non-Registered Vehicle Drivers (Golf Carts, Gators):**

Authorization of drivers of non-registered vehicles, which are not intended for public road transportation, such as golf carts and utility vehicles, is governed by the College's Golf Cart/Utility Vehicle Usage Procedures, attached as Appendix A.

**V. Personal Motor Vehicles, Rental Vehicles Used for College Business, and Exclusive-Use Vehicles**

**A. Authorized Use of Personal Motor Vehicles:**

Mileage reimbursement for use of an employee's Personal Motor Vehicle to conduct College Business is outlined in the College's travel and expense guidelines. This reimbursement is intended to cover the costs to operate an employee's motor vehicle, including insurance costs. The College's liability insurance, if applicable, is always excess over any personal automobile insurance carried by the employee who uses his or her Personal Motor Vehicle on College Business. The College requires that employees who regularly use their motor

vehicles on College Business maintain automobile liability insurance with limits of at least \$100,000 for bodily injury for each person and \$300,000 for bodily injury for each occurrence. Property and collision damage is the sole responsibility of the motor vehicle's owner.

Students are not permitted to use their Personal Motor Vehicles to conduct College Business. If a student uses a Personal Motor Vehicle to conduct College Business, in violation of this Policy, he or she does so at his or her own risk and is subject to disciplinary action. In such cases, the personal automobile insurance carried by the owner of the Personal Motor Vehicle shall apply to any damages and/or liabilities arising out of such use. The College's liability insurance shall not apply in such cases.

#### **B. Use of Rented Motor Vehicles:**

In addition to the College's travel and expense guidelines, which governs the use of rented Motor Vehicles, drivers of rented Motor Vehicles must abide by the regulations and guidelines of this Policy. Such drivers must obtain authorization from their Supervisor before renting Motor Vehicles to conduct College Business and must be at least twenty-five (25) years of age.

Students, including students in work-study positions, are not permitted to rent Motor Vehicles. Persons who are both students and full-time employees may rent Motor Vehicles subject to this Policy and the College's travel and expense guidelines.

The rental of fifteen (15) passenger vans is prohibited absent written authorization by the MVU Administrator.

#### **C. Exclusive-Use Motor Vehicles:**

The College provides a limited number of Motor Vehicles for exclusive-use by certain employees. An employee assigned an exclusive-use vehicle, who must be a Qualified College Driver, is the authorized driver for that vehicle; however the occasional, casual, and/or emergency use of the vehicle by the employee's spouse is permitted. In addition, an employee with a designated vehicle may transport his/her guests and family members. The College's Payroll Department will work with the employee to account for any tax reporting required by law to distinguish between business and personal use of such vehicle. Accessory or after-market items (i.e., trailer hitches, roof racks, etc.) may not be installed on such vehicles without approval from the MVU Administrator.

### **VI. Driver and Passenger Regulations and Safety Guidelines:**

The following guidelines have been established to reduce the risk of incident and injury in the operation and use of Motor Vehicles by Qualified College Drivers. All drivers of Motor Vehicles must abide by the following regulations and guidelines, and are responsible for the compliance of any and all passengers with such regulations and guidelines<sup>1</sup>:

- Drivers must have in their possession their valid United States driver's license while operating Motor Vehicles.
- Drivers must operate Motor Vehicles in a safe and courteous manner and in accordance with all applicable federal, state, and local laws and College policies.
- The maximum speed for operation of Motor Vehicles shall not exceed the posted speed limits.
- Drivers must not allow unauthorized drivers to operate Motor Vehicles.
- Drivers may only transport College employees, students, or other authorized individuals in Motor Vehicles. Children (under 18 years of age, excluding College-enrolled students who have not yet turned 18) may not be transported unless prior approval is obtained from the MVU Administrator.

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<sup>1</sup> These guidelines apply equally and as applicable to the use of Personal Motor Vehicles for College Business.

- Cell phones, headsets, and the use of two earphones/earbuds are prohibited while operating Motor Vehicles, unless such use, e.g., a hands-free device, is allowed by state law.
- Drivers are not permitted to type or read text messages or emails while operating a Motor Vehicle. Additionally, drivers may not use iPods, MP3 players, or similar devices while operating Motor Vehicles.
- All drivers and passengers must use seat belts at all times, regardless of whether the Motor Vehicle is being operated on or off campus. The driver must ensure all occupants use seat belts and shall refrain from operation of the Motor Vehicle unless all passengers are wearing restraints. The number of passengers permitted in any Motor Vehicle may not exceed the number of seat belts.
- Passengers are not permitted to ride in the rear cargo areas of pickup trucks, vans, or sport utility vehicles.
- All doors (cargo, tail and lift gates) shall be closed at all times when a Motor Vehicle is in motion.
- Drivers must clean the Motor Vehicle's hood, windows, lights, and roof of snow and ice before operating the vehicle. Drivers should conduct a "walk around" inspection before leaving a parking area or garage, particularly with a rental vehicle. The purpose of the inspection is to be satisfied that the Motor Vehicle is in good working condition and does not exhibit any damage or safety concerns. Any damage or safety concerns should be brought to the attention of the rental company or, if a College-owned vehicle the department responsible for the vehicle, to determine whether the vehicle is safe to operate. If utilizing a College passenger van via the Transportation Office or Athletics Department, before departure, drivers should confirm that an Emergency Kit is available in the vehicle.
- Before departing, drivers must evaluate weather conditions and curtail travel when conditions are hazardous, e.g., fog, heavy rain, snow, ice, or high winds. College vans may not be available when the College is closed due to inclement weather.
- Valuables, including but not limited to items such as cellular phones, computers, files, and briefcases, either purchased with College funds or otherwise provided to or used by College personnel, should not be left in an unlocked or unattended vehicle at any time, regardless of whether the vehicle is parked temporarily or long-term on-campus or off-campus, including but not limited to a parking lot, parking garage, or at a residence. Drivers must abide by the College's policies regarding the proper use and safeguarding of any and all confidential and proprietary information (in written and/or electronic format) in their possession. In the event of a loss or theft of any such item or information, should the College determine that the loss or theft was due to a rules violation, the College may not replace the College-owned item and may thereafter restrict the individual's use of such item and/or information.
- Smoking (including vaping) as well as use of any tobacco product is not permitted in Motor Vehicles.
- Drivers may not use medically prescribed or over-the-counter medication that either directs the user to refrain from driving or warns the user about impaired judgment, reflexes, or alertness.
- Consumption, use, and/or possession of alcohol, other intoxicating substances, marijuana, or illegal drugs in Motor Vehicles or driving while under the influence of alcohol or drugs is prohibited. Alcohol (unless specifically authorized in the performance of the driver's duties, e.g., dining or conference services), drugs or other contraband, or DOT-regulated hazardous material may not be transported in a Motor Vehicle.
- Animals are not permitted in Motor Vehicles with the exception of a trained service animal. This restriction does not apply to Exclusive-Use Motor Vehicles.
- Drivers may not operate a vehicle for more than 8 hours in a 24-hour period. Vehicles may not be driven "off road."
- Traffic violations are not considered reimbursable costs under this Policy or the College's travel and expense guidelines. All traffic violations, including parking and speeding tickets as well as civil citations for red light and/or speeding cameras, are the sole responsibility of the driver. Any citations received while operating a Motor Vehicle should be immediately reported to the MVU Administrator.
- Drivers may not tow anything behind a Motor Vehicle without prior authorization from the MVU Administrator.

- Drivers shall not drive on grass, landscaping, sidewalks, or other unapproved vehicle access lanes, streets, driveways or roads, and rights of way, unless it is specifically required to perform their job duties and there are no other means available to access the building, facility, or work site.
- Drivers must report any Motor Vehicle equipment or operational issues to their supervisor and to the Transportation Department or Athletics Department, as applicable, if utilizing one of those department's vans.
- Drivers must return Motor Vehicles with interiors in a clean condition and free of trash. Vehicles that are left dirty will be cleaned and the department that last used the vehicle will be charged the cleaning cost.
- Accessory or after-market items (i.e., trailer hitches, roof racks, etc.) may not be installed on Motor Vehicles without express prior approval of the MVU Administrator.
- Except as provided below, any Motor Vehicle, which will be out of the immediate sight and control of the driver shall have the ignition keys removed and the engine shut down. A Motor Vehicle must never be left running merely for convenience (i.e., running the heater to keep it warm or the air conditioner to keep it cool). It is strongly recommended that any unattended Motor Vehicle be secured with the windows closed and the doors locked. Limited exceptions are as follows:
  - A Public Safety emergency Motor Vehicle may be left running while unattended but only if the doors are locked.
  - Any Motor Vehicle which, because of the purpose it is serving (i.e., running a pump) must be running, may be left running while unattended, but only if the doors are locked.
- Trips of a significant distance<sup>2</sup>:
  - Motor Vehicles may not be driven more than three hundred (300) miles one-way from the College's campus. For trips to exceed this distance, a charter service or other transportation methods (i.e., airplane, train or bus) must be used. Any exception to the 300-mile limitation must be approved by the MVU Administrator.
  - For trips greater than one hundred and fifty miles, roundtrip, two (2) Qualified College Drivers are required.
- Departments may impose additional restrictions/requirements on their Motor Vehicles/drivers as they deem appropriate. Such additional restrictions/requirements should be provided to the MVU Administrator.

## **VII. Accidents Involving Motor Vehicles / Accident Reporting:**

### **A. Vehicle Accident Procedures:**

In the event that a Qualified College Driver is involved in an automobile accident while operating a Motor Vehicle, the following steps should be followed:

- If an accident occurs on campus, do not leave the scene of the accident. Call the Office of Public Safety at 401-865-2222.
- If an accident occurs off campus, do not leave the scene of the accident. Call 911 or the local police department.
- Take necessary precautions to protect the accident scene. Vehicles should not be moved until after the police arrive unless they present a safety hazard.
- Obtain name, address, phone number, and insurance information of the other party. Also, obtain contact information for any witnesses.
- Provide the other party with the insurance information contained in the Motor Vehicle, as well as your name, address and telephone number.

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<sup>2</sup> These provisions do not apply to Exclusive-Use Vehicles nor Motor Vehicles assigned to the Priory of Saint Thomas Aquinas.

- Cooperate fully with the investigating law enforcement officer and request that a police report be taken and filed to document the accident.
- Obtain the name of the investigating officer and law enforcement agency.
- Do not discuss the details of the accident with others at the scene.
- Do not admit liability or fault, make offers, or agree to settle on behalf of the College. It is important that such admissions and decisions be reserved for the College and its insurance carriers.
- Do not sign any document other than those required by a law enforcement official.
- If the Motor Vehicle must be towed from the scene, remove keys and College property, and lock the vehicle.
- Stay with your group. Unless an ambulance has responded to transport an individual for medical attention, the driver and any passengers should determine safe transport and leave the accident scene together.
- Accidents involving rented Motor Vehicles also must be reported to the rental agency.
- Within twenty-four (24) hours of the accident, the Qualified College Driver must report the accident to their Supervisor, the MVU Administrator, and, if utilizing a Transportation Department or Athletics Department van, that particular department. The MVU Administrator will advise on any additional steps that must be taken or information that must be obtained.

B. Responsibility for Damages:

College departments will be responsible for any insurance deductibles (or other expenses not covered by the College's insurance) incurred as a result of accidents by department members.

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Adopted Date: July 28, 2020 (President's Cabinet)

Effective Date: August 1, 2020

Administrative Revision: September 11, 2025

**APPENDIX A (Revised 9/11/2025)**  
**Golf Cart/Utility Vehicle Usage Procedures**

To protect the health, safety and welfare of the College community, the following procedures apply to any individual who operates non-registered motorized vehicles, such as a golf cart or other utility vehicle (“Utility Vehicle”), on the College’s campus.

Procedures:

- Operators of Utility Vehicles must be Qualified College Drivers as outlined in the Motor Vehicle Use Policy (e.g. must be at least 19 years of age, have a valid driver’s license, have undergone a Motor Vehicle Record check, etc.).
- Student operators must complete the College’s Utility Vehicle Safety Training video.
- Only employees with specific permission may operate Utility Vehicles. Utility Vehicles are not to be operated, for any reason, by those under 19 years of age, dependents of authorized operators, or persons not affiliated with the College. The only students permitted to operate Utility Vehicles are students in on-campus employment positions with supervisor permission, and authorized student volunteers retained by a specific Department. Utility Vehicles should only be utilized by students in performance of their assigned work or volunteer duties.
- Before operating a Utility Vehicle, operators should check for proper tire condition and inflation. Brakes should be checked for proper operation. The operator will check for indication of battery fluid leaks (such as wet spots under the unit). If the Utility Vehicle is in need of repair or maintenance, it should not be driven and deficiencies should be reported to the operator’s supervisor.
- Utility Vehicles should be operated on campus roadways. Sidewalks should be used only where roadways are not available, and then only to the nearest adjacent street. No Utility Vehicle shall be parked on a sidewalk so as to block or restrict pedestrian traffic. Utility Vehicles are not to be driven or parked on landscaped lawns, athletic fields or natural covered areas where campus roadways or sidewalks are available. Blocking entrances to buildings, stairways, handicap ramps or main thoroughfares is prohibited.
- Utility Vehicles shall not be operated at more than ten (10) miles per hour. Speed should be reduced to compensate for inclines, turns, pedestrians, and weather conditions.
- Utility Vehicles shall not be operated in a manner that may endanger passengers or other individuals or damage College property. All vehicles must travel in the direction of the flow of traffic and must obey all campus traffic regulations and signs. Utility Vehicles should not attempt to pass other motor vehicles, including other moving golf carts. Operators shall stop Utility Vehicles at blind intersections and use caution before proceeding. Operators of Utility Vehicles that are not equipped with turn indicators shall use appropriate hand signals.
- Operators and passengers may not consume alcoholic beverages before they enter a Utility Vehicle or while in the cart. Smoking (including vaping) as well as use of any tobacco product, marijuana product, or any other drugs is not permitted in Utility Vehicles.
- Operators of Utility Vehicles must give pedestrians the right-of-way. Operators should maintain adequate distance between vehicles and pedestrians. If the Utility Vehicle is operating on the sidewalk, the operator must either pull off the sidewalk to pass the pedestrian or stop the unit when approaching the pedestrian until the pedestrian has passed.
- Utility Vehicles shall be operated within the confines of the College’s premises only and shall not be driven on any public roadway or taken off campus
- Occupancy shall not exceed the passenger limit and load capacity designated by the vehicle manufacturer.
- All passengers must be seated.
- Under no circumstances is anyone permitted to ride standing in or on the back of a Utility Vehicle. Utility Vehicle occupants must keep heads, hands, legs and feet within the cab of the Utility Vehicle at all times while the Utility Vehicle is in motion. Use of seat belts is recommended, if available.

- Operators may not wear headphones, earbuds, or headsets while operating Utility Vehicles. The use of cell phones and typing or reading of text messages or emails, or the use of any other electronic device is prohibited while operating a Utility Vehicle.
- No objects may be loaded in the front seat of a Utility Vehicle to avoid risk of damage to the object, the Utility Vehicle, or College property.
- Operators are required to shut off the Utility Vehicle, take Utility Vehicle ignition keys and set the brake when leaving the Utility Vehicle. Utility Vehicle operators shall be responsible for the security of ignition keys for the period that a Utility Vehicle is assigned to them.
- Any and all modifications to a College-owned Utility Vehicle must be approved and performed by the Physical Plant.
- Failure by operators to follow the procedures outlined herein may result in corrective and/or disciplinary action or be the cause for removal of vehicles from use for the duration of an event or conference.
- Operators are required to immediately report any and all accidents to 1) the Office of Public Safety; and to 2) their direct supervisors who will assist in completion of an accident report and notification to the MVU Administrator.

Supervisors shall ensure that every employee and student worker/volunteer within their department who is authorized to operate Utility Vehicles is advised of all the requirements of these procedures.