

Department of Parking, Transportation, and Services

Guidelines for Employee Use of University-owned Vehicles

The safety of University staff, faculty, union, temporary and student employees and the public is a central concern of University of Pittsburgh. To ensure the safety of our community, the Department of Parking, Transportation, and Services has developed a guide for the use of University-owned vehicles. The intent is to provide a basic overview of the Fleet Services standard operating procedures and the appropriate rules and regulations. The use of University-owned vehicles is to be confined strictly to activities that support the University. The guidelines presented are not exhaustive. In some cases, departments develop more stringent policies that should be adhered to.

Authorization to Drive a University-owned Vehicle

Only authorized University staff, faculty union, temporary and student employees will be permitted to drive a University-owned vehicle. Becoming an authorized driver and using a University-owned vehicle is a privilege and not a right. An authorized driver may have his or her authorization revoked at any time. Use of a University-owned vehicle is restricted to University related activities only. Any liability arising out of the unauthorized use of a University-owned vehicle is the sole responsibility of the driver and their personal auto insurance.

Approved Drivers

The following criteria must be met to obtain approval for use of University-owned vehicles:

- Must be an active employee of the University.
- Must have a valid driver's license.
- Must complete and sign the Drivers Release section of the Department of Motor Vehicles (DMV) Request for Driver Information form. Information obtained from the DMV, including actions and violations, will be reviewed and may be used to disqualify individuals from a University-owned vehicle.

Rules for Use of University-owned Vehicles

Approved Drivers granted permission to use a University-owned vehicle must agree to the following:

- Use vehicles for official stated purposes only.
- Observe all applicable traffic laws, ordinances, and regulations, and use safe driving practices at all times.
- Vehicle driver assumes all responsibility for any and all fines or traffic violations associated with his/her use of University-owned vehicle.
- Inspect the vehicle before leaving and after returning to the point of pick up. Report any defects and/or malfunctions immediately to the proper authority.
- Use seat belts at all times.
- No smoking in any University-owned vehicle.
- Do not transport passengers who are not on University business.
- Do not permit unauthorized individuals to drive any University-owned vehicle.
- Remove keys from the vehicle and lock all vehicle doors at all times when the vehicle is unattended.
- Report any malfunctions to a supervisor immediately, and the supervisor must contact Fleet Services.
- Drivers are strongly encouraged to refrain from use of mobile devices in a University-owned vehicle.
- Immediately report all vehicle accidents to:

- **On Campus:**
 - Campus Police ~ 412-624-2121
 - Transportation Department ~ 412-624-8801 (24 hr. emergency line)
- **Off Campus:**
 - Local Law Enforcement Authorities ~ as appropriate
 - Transportation Department ~ 412- 624-8801 (24 hr. emergency line)

MVR Check on All Approved University Drivers

The Department of Parking, Transportation, and Services conducts DMV checks on all employees operating a University-owned vehicle. Please contact the Fleet Services Rental Office at 412-648-7690 to have an MVR performed on all your staff that are driving University-owned vehicles.

Once the MVR results are returned, the information will be used to determine if the employee is eligible to operate a University-owned vehicle. The Fleet Service Administrator will inform the employee by email. Upon determining that a University driver is ineligible, Fleet Services will provide written notification to the driver's supervisor and employee.

Managing Permanently Assigned University-owned vehicles

Permanently assigned vehicles are University-owned vehicles under departmental control. Departments with permanently assigned vehicles must track all full-time staff driving their vehicles. This is the duty of a designated responsible authority (DRA) who is assigned by the department head. DRAs assist Fleet Services in compliance with driver-related regulations. Full-time staff that drive permanently assigned vehicles must have their driver license checked annually for validity by Fleet Services staff.