



2.9.4 University Vehicles Policy

This policy applies to all vehicles owned, rented, or leased by the University of San Diego (“University vehicle”).

Authorization to Drive a University Vehicle

All drivers of University vehicles must have a valid driver’s license appropriate for the type of vehicle they will be driving. Drivers must be at least 18 years of age.

For individuals who are required to drive a University vehicle as part of their duties, the University will require the individual to submit their driver’s license for a motor vehicle record background check. After reviewing the results, the University must pre-approve the individual’s authorization to drive. The record must demonstrate, at a minimum, that the driver is insurable in accordance with the standards set by the Department of Risk Management. The University reserves the right to deny driving privileges based on adverse driving-related information revealed through the record. Updated motor vehicle record checks may be required for current drivers.

If an authorized driver’s license expires or is suspended or revoked for any reason, the authorized driver must immediately notify his or her supervisor and the Department of Risk Management and discontinue any further operation of a University vehicle. Operating a University vehicle with an expired, revoked, or suspended license is prohibited.

For employees whose duties require driving a University vehicle as an essential function of their position, and whose driving privileges are restricted in a way that prevents the performance of those job duties, the employee may be subject to termination from employment.

University vehicles are to be used only for the purpose of conducting University-related business. Personal use of University vehicles is prohibited. Any liability arising out of the unauthorized use of a University vehicle is the sole responsibility of the driver and their personal auto insurance. In such cases, the driver will be expected to indemnify and defend the University against all claims arising out of the unauthorized use of the vehicle.

General Vehicle Operation and Safety Rules

Individuals who drive University vehicles or who drive their personal vehicles for University-related business are expected to obey all traffic and other applicable laws and regulations. All tickets, citations, or fines that arise from the acts or omissions of the driver are the sole responsibility of the individual and not the University.

Acquisition, Maintenance and Disposal of University Vehicles

The Division of Operations oversees the purchase, maintenance, and disposal of all vehicles that are owned or leased by the University. A department that requests the purchase, maintenance, or disposal of a University vehicle must submit the request to Facilities Management. All University vehicle purchase and disposal requests must be approved in advance by the Vice President of the requesting division, Facilities Management, and the Office of Procurement Services. For more information about applicable procedures for the acquisition, maintenance, and disposal of University vehicles, please contact Facilities Management.

Enforcement

The University reserves the right, at its discretion, to prohibit any individual from driving a University vehicle or to prohibit an employee from driving a personal vehicle for University business. Failure to follow the requirements of this policy may result in corrective action, up to and including separation from the University, in accordance with the policies and procedures applicable to the individual(s) involved.

For more information regarding rules that apply to the operation of University vehicles and the use of personal vehicles to conduct University-related business, please see the Department of Risk Management's website at www.sandiego.edu/finance/risk-management.

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