


<p style="text-align: center;"><b>CAMPUS POLICY</b></p>  <p style="text-align: center;"><b>UNIVERSITY OF COLORADO at COLORADO SPRINGS</b></p>	<p style="text-align: center;">POLICY NUMBER: 400-007</p>	<p style="text-align: center;">PAGE NUMBER: Page 1 of 6</p>
	<p>CHAPTER: Facilities</p>	
	<p>SUBJECT: Motor Vehicle Acquisition and Operation</p>	
	<p>EFFECTIVE DATE: January 23, 2006</p>	
	<p>SUPERSESSION: None</p>	
<p>OPR: DPS</p> <p>VC: VCAF</p>	<p>Approved by Pamela Shockley-Zalabak, Chancellor on January 23, 2006</p>	

I. POLICY

It is the policy of the University of Colorado at Colorado Springs (UCCS) to establish fiscally responsible requirements for the acquisition, operation, and disposal of vehicles on behalf of the University.

II. AUTHORITY FOR CAMPUS POLICIES

Authority for the creation of campus administrative policies is found in [\*The Laws of the Regents\*](#)<sup>i</sup>, 1990, Article 3 Section B.6, which states:

*The chancellor of [the University of Colorado at Colorado Springs] shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of the Colorado Springs campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these Laws, the Board, and as may be delegated by the president.*

III. PURPOSE

This policy directs departments and employees in the proper acquisition, use and disposal of vehicles for UCCS.

This policy implements safe, appropriate and fiscally responsible requirements for the acquisition, use and disposal of vehicles on behalf of UCCS.

This policy will minimize risk to the University and to employees by establishing requirements for all individuals and units to follow in the proper acquisition of vehicles used to conduct official University business.

IV. DEFINITIONS

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**Approving Authority:** An individual who is authorized to expend funds for vehicle use and operation on behalf of a UCCS department, organization, unit or activity. This should be a senior administrator, such as the Fiscal Manager or the Appointing Authority, as determined by the individual unit.

***De minimis*<sup>ii</sup> use:** personal use that is of so small a value that accounting for it would be unreasonable or administratively impractical. An example would be a meal stop between two official business destinations, as long as the meal location is on an essentially direct route between authorized destinations. Examples of prohibited use that are not *de minimis* includes, but is not limited to:

- Transporting any person not involved in University business including family members, friends, or relatives;
- Recreational use (except for authorized University activities);
- Transporting or storing personal property unrelated to University business;
- Use in support of any charitable philanthropic, religious, political or fraternal entity or activity (unless prior authorization is received in writing from the Approving Authority and Transportation Authority);
- Any unlawful use.

**Fiscal Manager<sup>iii</sup>:** The key employee in the Operational Unit with the authority and responsibility for its fiscal transactions. Consult the Administrative Policy Statement [\*Fiscal Roles and Responsibilities\*<sup>iv</sup>](#) if clarification is required.

**Official Use:** operation of a vehicle in support of UCCS business, operations, or sponsored/supported activities as designated by the Approving Authority.

**Transportation Authority:** Primary is the Transportation Manager appointed by the UCCS Director of Public Safety. Secondary is the Parking and Transportation Services Manager, appointed by the UCCS Director of Public Safety.

**University Driver:** employees, students, and volunteers properly authorized to operate a UCCS vehicle.

**University Property:** any property owned, leased, or operated by or on behalf of UCCS. Refer to University Risk Management for a detailed explanation.

**University Risk Management<sup>v</sup> (“URM”):** University of Colorado system-level organization responsible for minimization and management of risks to the University, purchasing of insurance coverage on behalf of the University, and management of claims against the University. Each campus has an individual assigned for conduct of and response to campus-specific activities.

**University Vehicle (“vehicle”):** any motor vehicle or unlicensed motorized equipment, purchased or leased with UCCS funds, regardless of source, including but not limited to grants, auxiliaries, student fees, foundation or general funds; any vehicles or equipment donated to UCCS. For a more complete listing, refer the *URM Standard for Operation of University Vehicles*.

V. PROCEDURES

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**A. This policy applies to:**

1. All operators of UCCS vehicles.
2. Licensed and unlicensed UCCS vehicles.
3. Vehicles rented or leased with UCCS funds.
4. UCCS vehicle operation on or at any University owned or operated property or facility.
5. UCCS vehicle operation on any public or private roadway.
6. UCCS owned, rented or leased vehicles operated both within and outside the continental U.S.
7. Use of personal vehicles for University business.
8. Donated vehicles, or vehicles being considered for donation.

**B. UCCS Vehicles:**

1. May be used only in connection with official University business or activities.
2. May be operated only by individuals with an automobile driver's license that is valid in the State of Colorado, who are faculty, staff, students or appropriately authorized volunteers.
3. May not be used for personal purposes except for *de minimis* use (see the definition above or consult URM for more information).
4. May not be taken home at night without the prior written approval of the Approving Authority or designee, and the Transportation Authority. See Appendix A.
5. Smoking in any university vehicle is prohibited.

**C. Accidents involving a UCCS vehicle:**

1. The driver of a University vehicle involved in an accident resulting in property or vehicle damage, personal injury, or involving a 3rd party (non-University), regardless of fault will be required to submit to alcohol and drug screening immediately. Failure to properly submit to this requirement will result in suspension of UCCS driver privileges. Appointing Authorities will also be provided with the employee's failure to comply with the alcohol/drug screening requirement for consideration in possible disciplinary action.
2. On UCCS property must be reported immediately to the University Police (x3111).
3. Off UCCS property must be reported immediately to the local police, highway patrol, county sheriff, or other appropriate authority with jurisdiction over the accident location.
4. University Drivers should not admit fault, liability, or offer any reimbursement to other parties involved in accident.
5. In addition to police reports (regardless of law enforcement agency handling accident report), the operator or supervisor must complete and submit the [Automobile Loss Notice](#)<sup>vi</sup> to URM by close of business on the first workday after the accident.
6. An employee (or their supervisor if the employee is unable to do so) who suffers a personal injury as the result of a vehicle accident while on duty

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must file a [Workers' Compensation claim](#)<sup>vii</sup> with URM within three days of the injury.

**D. Use of personal vehicles on University business is strongly discouraged.**

1. The Approving Authority or designee must approve in writing the use of a personal vehicle for University business, see Appendix B. This may be for a stated period of time (per calendar or academic year, or per semester), on a one-time basis (for a specific day, or a specific trip), or blanket authorization (during the term of employment unless otherwise revoked). The authorization must be filed in the personnel file of the authorized driver.
2. Personal vehicle insurance is primary insurance coverage. The Approving Authority is responsible for visually verifying [appropriate personal automobile insurance coverage](#)<sup>viii</sup> (proof of insurance card) before authorizing use. An employee who knowingly operates a vehicle on University business without proper insurance may be subject to disciplinary action.
3. The Approving Authority must verify that the driver holds a valid drivers' license before authorizing use. A driver who knowingly operates a vehicle on University business without a valid drivers' license may be subject to disciplinary action.

**E. Vehicle Acquisition**

1. The only department on campus that may purchase, procure or accept donated vehicles for University use, regardless of fund source, is the Transportation Services Department.
2. All requests to purchase a vehicle using University funds, regardless of source, or for acquiring a donated vehicle must be made to the Transportation Services Manager.
3. The Transportation Services Department is responsible for titling the vehicle to "The Regents of the University of Colorado, a body corporate". Private party, unit specific, or campus specific registration and licensing is prohibited.
4. Any unit that desires to obtain a vehicle for unit-specific use must submit a written request, routed as follows, using the official UCCS vehicle acquisition/disposal request. (See Attachment C).
  - i. The appropriate Fiscal Approving Authority for funding approval.
  - ii. The Transportation Authority for validation of vehicle requirements, and verification of vehicle condition (if required). The Transportation Authority will establish vehicle values for loans or donations according to accepted industry standards.
  - iii. The Director of the Department of Public Safety for approval. Requests approved by Transportation Services and the Director of Public Safety will be forwarded to the Vice Chancellor for Administration and Finance. The Vice Chancellor for Administration and Finance is the only individual who may authorize acquisition of a vehicle for the campus. This includes purchase, long-term lease (does not apply to short-term rental in conjunction with travel), personal

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loan, or donation.

- iv. The campus CU Foundation representative for acceptance of donated or loaned vehicles.
5. For purchase or leases, the Transportation Authority will provide procurement services on behalf of the requesting unit.
6. The vehicle will be inspected by the Transportation Authority prior to acceptance on behalf of the University. Appropriate licensing and registration is conducted by Transportation Services and not the requesting unit.
7. The requesting unit is responsible for all “costs of ownership” associated with procurement and maintenance of the vehicle. All University vehicles will be entered into the Transportation Services database for required safety inspections and planned preventative maintenance. Maintenance decisions are the sole responsibility of the Transportation Authority. The Transportation Authority may remove from use any vehicle requiring maintenance or safety inspections until the department is able to pay for the work.

## VI. RESPONSIBILITY

**Approving Authorities** are responsible for carrying out responsibilities listed under PROCEDURES.

**The Transportation Authority** is responsible for developing and publishing procedures to ensure UCCS vehicles are operated and maintained in accordance with this Policy and in a safe and mechanically sound manner. The Transportation Authority may restrict use of vehicles that do not comply with safety inspections or preventive maintenance schedules.

**Any individual operating a vehicle on behalf of UCCS** is responsible for complying with the requirements of this policy. Such individuals are personally responsible for parking tickets, moving violations, and fines/impound fees/towing charges associated with improper parking. State Fiscal Rules prohibit the use of University funds for payments of these expenses on behalf of an employee.

## VII. HISTORY

This Policy is required to establish procedures for University vehicle acquisition, use and disposal, as a result of conversion from State Fleet vehicle management to a University-based system effective July 1, 2005.

## VIII. ATTACHMENTS AND ENDNOTES:

Attachment A: *AUTHORIZATION TO TAKE UNIVERSITY VEHICLE HOME OVERNIGHT*

Attachment B: *USE OF PRIVATE VEHICLES ON UNIVERSITY BUSINESS*

Attachment C: *UNIVERSITY VEHICLE ACQUISITION/DISPOSAL REQUEST*

Endnotes:

<sup>i</sup> Laws of the Regents web site <<http://www.cu.edu/regents/Laws/Article 3B.htm>>

<sup>ii</sup> Definition of " *de minimis*": <[http://en.wikipedia.org/wiki/De\\_minimis](http://en.wikipedia.org/wiki/De_minimis)>

<sup>iii</sup> See also *Fund/Unit Manager* at <<http://www.cu.edu/psc/policies/sensitive.html>>

<sup>iv</sup> *Fiscal Roles and Responsibilities APS*: <<http://www.cu.edu/policies/Fiscal/fiscalmanage.html>>

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v University Risk Management (URM) web site: < <http://urm.colorado.edu/>>

vi *Automobile Loss Notice*: <[https://urm.colorado.edu/docs/forms/automobile\\_loss\\_notice.asp](https://urm.colorado.edu/docs/forms/automobile_loss_notice.asp)>

vii *Employee Report of Injury*: < [https://urm.colorado.edu/docs/forms/incident\\_report\\_form.asp](https://urm.colorado.edu/docs/forms/incident_report_form.asp)>

viii Colorado Automobile Insurance Regulations (C.R.S. 10-4-601 et.seq.)

<<http://198.187.128.12/colorado/lpext.dll/Infobase4/1110d/1261f/12621/12b0b?f=templates&fn=document-frame.htm&q=Automobile%20Insurance&x=Advanced&2.0 - LPHit1>>

C.R.S. 10-4-619 Coverage Compulsory

C.R.S. 10-4-620 Required Coverage

C.R.S. 10-4-635 Medical Payments Coverage