



**UCCS CAMPUS POLICY**

**Policy Title: Motor Vehicles**

**Policy Number: 400-007**

**Policy Functional Area: FACILITIES**

Effective: December 1, 2016  
 Approved by: Pam Shockley-Zalabak, Chancellor  
 Responsible Vice Chancellor: Vice Chancellor for Administration and Finance  
 Office of Primary Responsibility: Parking & Transportation  
 Policy Primary Contact: Executive Director Parking & Transportation, 255-3058  
 Supersedes: January 23, 2006  
 Last Reviewed/Updated: April 25, 2016  
 Applies to: Faculty, Staff, and Students.

Reason for Policy: This policy implements requirements for the acquisition, use and operation, and disposal of University Vehicles, including required processes when motor vehicle accidents occur, as a result of conversion from State Fleet vehicle management to a University-based system effective July 1, 2005.

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**I. INTRODUCTION**

It is the policy of the University of Colorado Colorado Springs (“UCCS” or “University”) to establish requirements for the acquisition, use and operation, and disposal of *University Vehicles*, including required processes when motor vehicle accidents occur. All italicized terms are defined in the KEY WORDS section on the policy website.

**II. POLICY STATEMENT**

A. Vehicle Acquisition.

1. Authority to Acquire *University Vehicles*.
  - a. The Transportation Services Department (“Transportation Services”) is the campus department responsible for the purchase, procurement or acceptance of donated vehicles for University use, regardless of fund source.
  - b. All requests to acquire a vehicle, whether by University funds, regardless of source, or by donation, must be made to the *Transportation Authority*.
2. Procedure for Vehicle Acquisition by Campus Unit.
  - a. Any campus unit that desires to obtain a licensed or unlicensed vehicle for unit-specific use must submit a written request using the official UCCS vehicle acquisition/disposal request found in Attachment C and must route the request form in the order below:
    - i. Fiscal Approving Authority: The appropriate *Fiscal Approving Authority* for funding must first approve the request.
    - ii. Transportation Authority: The *Transportation Authority* must validate vehicle requirements, evaluate the parking and fueling/charging impact to other departments on campus, and verify

- vehicle condition (if required). The *Transportation Authority* will establish vehicle values for loans or donations according to accepted industry standards.
- iii. Executive Director of Parking and Transportation Services:
    - a) Licensed Vehicles: Requests for licensed vehicles approved by Transportation Services and the Executive Director of Parking and Transportation Services 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 licensed vehicle for the campus. These acquisitions include purchase, long-term lease (short-term rental in conjunction with travel is excepted), personal loan, or donation. The Vice Chancellor may delegate this authority in writing to one person.
    - b) Unlicensed Vehicles: Requests for unlicensed vehicles approved by Transportation Services and the Executive Director of Parking and Transportation Services will be forwarded to the Associate Vice Chancellor for Campus Planning & Facilities Management. The Associate Vice Chancellor for Campus Planning & Facilities Management or the Vice Chancellor for Administration and Finance are the only individuals who may authorize acquisition of an unlicensed vehicle for the campus.
  - iv. CU Foundation: Applicable to donations only, the campus CU Foundation representative must approve and accept any donated or loaned vehicles.
    - a) The *Transportation Authority* will provide the University of Colorado Procurement Services with any purchase or lease agreements, as applicable.
    - b) Inspection/Registration/Licensing. The *Transportation Authority* will inspect all vehicles prior to acceptance and conduct all applicable licensing and registration efforts. All *University Vehicles* shall be titled only to "The Regents of the University of Colorado, a body corporate." Any other registration and licensing is prohibited.
    - c) Costs of Ownership/Maintenance. The requesting campus 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. The *Transportation Authority* has sole authority to request or require maintenance on a *University Vehicle*. The *Transportation Authority* may remove from use any *University Vehicle* requiring maintenance or safety inspections until the requesting unit is able to pay for the work. All vehicle maintenance issues must go through the *Transportation Authority* unless approved by the Associate Vice Chancellor for Campus Planning & Facilities Management or by the Vice Chancellor for Administration and Finance.

B. Vehicle Disposal.

1. Authority to Dispose of *University Vehicles*.
  - a. The Transportation Services Department ("Transportation Services") is the campus department responsible for the disposal of all *University Vehicles*, regardless of fund source.
  - b. All requests to dispose of a *University Vehicle* must be made to the *Transportation Authority*.
2. Procedure for *University Vehicle* Disposal.
  - a. Any campus unit that desires to retire from service a *University Vehicle* must submit a written request using the official UCCS vehicle acquisition/disposal request found in Attachment C and must route the request form to the *Transportation Authority*. The appropriate *Fiscal Approving Authority* for the department that paid for the *University Vehicle* must also sign Attachment C showing they approve the request.
  - b. The *Transportation Authority* will first determine if another department is interested in purchasing the *University Vehicle* (only if deemed worthy of transfer). If a transfer is desired, the *Transportation Authority* will indicate on Attachment C the details of the transfer and will continue with the disposal process by routing the disposal request on Attachment C to the Vice Chancellor for Administration & Finance for final approval. The *Transportation Authority* will then

have removed, if necessary, any special equipment that has been installed and the department that originally purchased the *University Vehicle* will be responsible for any associated costs. The *Transportation Authority* will complete any necessary University and/or DMV paperwork to properly record the disposal of the vehicle. The *Transportation Authority* will forward Attachment C to the University Controller's Office for notification of disposal or transfer. The *Transportation Authority* will then either transfer the *University Vehicle* to purchasing department or send to auction to be sold. Proceeds from disposal or transfer shall be credited to the department that funded the *University Vehicle*, less any applicable disposal fees.

- c. The department shall be responsible for removal of all trash and personal items from the *University Vehicle* prior to turning it over to Transportation. The department shall be responsible to submit to the *Transportation Authority* the gas credit card, registration, DOT paperwork if applicable, and all sets of keys.

C. Operation and Use of *University Vehicles*.

1. *University Vehicles* shall be used only by *University Drivers*:
  - a. In connection with *Official Use*; and
  - b. If the *University Driver* has a valid automobile driver's license.
2. It is prohibited for any employee, student or volunteer to:
  - a. Use a *University Vehicle* for personal purposes, except for *de minimis use*.
  - b. Take a *University Vehicle* overnight without the prior written approval of the Approving Authority, or designee, and the *Transportation Authority* (see Attachment A).
  - c. Smoke in a *University Vehicle*.Violations of these prohibitions may result in disciplinary action, including termination and expulsion.
3. *University Drivers* 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 a *University Driver*.

D. Personal Vehicles for *Official Use*.

1. *University Drivers* are strongly discouraged in using personal vehicles for *Official Use*.
2. At times it is impracticable for a University employee to use a motor pool vehicle. In which case the following apply:
  - a. Written Approval: If a *University Driver* seeks to use a personal vehicle for *Official Use*, then the *University Driver* must receive prior written approval from the Approving Authority or designee (see Attachment B). The approval 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 *University Driver's* personnel file.
  - b. Insurance and Valid License: A *University Driver* using a personal vehicle for *Official Use* shall carry personal vehicle insurance coverage and a valid driver's license. The *University Driver* must provide proof of insurance and license to the Approving Authority prior to receiving approval. A *University Driver* who knowingly operates a personal vehicle for *Official Use* without proper insurance or a valid driver's license may be subject to disciplinary action, including termination and expulsion.

E. Accidents Involving *University Vehicles*.

1. Alcohol and Drug Screening.
  - a. Any *University Driver* who, while operating a *University Vehicle*, is involved in an accident resulting in any injuries due to the accident shall submit to an alcohol and drug screening immediately, regardless of whether the *University Driver* is at fault for the accident. Failure to properly submit to the screening will result in suspension of authorization as a *University Driver* and possible disciplinary action, including termination and expulsion.
  - b. Commercial Motor Vehicles: *University Drivers* who operate *University Vehicles* classified as commercial motor vehicles requiring a Commercial Driver's License shall also be required to submit to an immediate alcohol and drug screening when specific Department of Transportation

post-accident circumstances are met, pursuant to Federal Motor Carrier Safety Administration Rule §382.303.

- c. A *University Driver* subject to an alcohol and drug screening under this section may also be required to submit to post-accident drug and alcohol screening, if required by an on-scene police officer investigating the accident or if the *University Driver's* supervisor has a reasonable suspicion that use of drugs and or alcohol may have been involved in the accident.
2. Reporting.
    - a. Accidents involving *University Vehicles* occurring on *University Property* must be reported immediately to the University Police Department, 719-255-3111.
    - b. Accidents involving *University Vehicles* occurring off *University Property* must be reported immediately to the local police, highway patrol, county sheriff, or other appropriate authority with jurisdiction over the accident location.
  3. Fault. *University Drivers* should not admit fault, liability, or offer any reimbursement to other parties involved in accident.
  4. Documentation. *University Drivers* shall file an accident report with the appropriate law enforcement agency and complete and submit all documentation regarding an accident, any vehicle damage, and any resulting personal injuries as required by University Risk Management in accordance with their deadlines, linked in the Resources below.

### III. KEY WORDS

- A. De minimis use
- B. Fiscal Approving Authority
- C. Official Use
- D. Transportation Authority
- E. University Driver
- F. University Property
- G. University Vehicle

### IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
  - University of Colorado Regent Law Article 3 Officers and Exempt Professionals: <https://www.cu.edu/regents/laws-and-policies/regent-laws/article-3-officers-and-exempt-professionals>
  - Administrative Policy Statement 4014 – Fiscal Roles and Responsibilities: <http://www.cu.edu/ope/aps-4014-fiscal-roles-and-responsibilities>
- B. Forms
  - University of Colorado Risk Management: <http://www.cu.edu/risk>
  - Automobile Loss Notice form: <http://www.cu.edu/risk/forms/uccs-automobile-loss-notice>
  - Employee Report of Injury form: <http://www.cu.edu/risk/forms/employees-injury-report-form>
- C. Attachments
  - 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
- D. Other Resources (i.e. training, secondary contact information)
  - Colorado Automobile Insurance Regulations: C.R.S. § 10-4-604 et. seq.

### V. HISTORY

Initial policy approved  
Revised

January 23, 2006 (Motor Vehicles Acquisition and Operation)  
April 25, 2016

# Memorandum

To: UCCS Transportation Authority

From: \_\_\_\_\_

CC: Authorized Drivers (to be retained with Trip Ticket in vehicle)

Date: December 6, 2016

Re: Authorization to Take Vehicle Home Overnight

**Background.**

UCCS Administrative Policy Statement 400-007 "Motor Vehicle Acquisition and Operation", effective January 23, 2006 states:

The University of Colorado receives citizen complaints when University vehicles are driven improperly. These complaints may result in a disciplinary action for the driver. University drivers should be concerned about the public image of University employees and the University. Because drivers represent the University of Colorado, it is extremely important that they present a good image. University vehicles are highly visible and represent a valuable resource. *PARKING A UNIVERSITY VEHICLE AT HOME REQUIRES PRIOR WRITTEN AUTHORITY FROM TRANSPORTATION SERVICES AND THE AUTHORIZING DEPARTMENT.*

**Authorization**

**As the Authorizing Authority for (Department) \_\_\_\_\_, with responsibility for the lease of University Vehicle (License Number) \_\_\_\_\_, I have determined that it is cost effective and in the best interest of the University for (Authorized Driver) \_\_\_\_\_ to take this vehicle home overnight on (Dates) \_\_\_\_\_ in conjunction with assigned duties and official use of the vehicle.**

Printed Name \_\_\_\_\_

Campus Telephone \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Noted & Approved (Transportation Authority) \_\_\_\_\_**

**Date: \_\_\_\_\_**

**Attachment B**

**MEMORANDUM FOR RECORD**

**To:** [Employee name]  
**CC:** [Personnel Record]  
**From:** [Approving Authority]  
**Date:** [today's date]  
**Re:** Use of Personal Vehicle on University Business

*Per the University of Colorado at Colorado Springs Campus Policy Number 400-007 "Motor Vehicles:"*

**V. PROCEDURES**

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 (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.

- I have read and understand the above policy.
- I have at least the statutory minimum vehicle insurance and will maintain such coverage in effect at all times when operating my personal vehicle on University business.
- I understand that this coverage will be primary should I be involved in an auto accident while operating my vehicle in the conduct of University business.
- I have a driver's license valid for operating a vehicle in the state of Colorado.
- I understand that violation of this policy may subject me to disciplinary action.
- I will report any accident while operating my vehicle on University business to my approving authority and Risk Management by the first business day following the date of the accident.
- I request authorization to use my personal vehicle for University business.

\_\_\_\_\_  
Employee Name (print)

( ) -  
Home Telephone Number

\_\_\_\_\_  
Employee Signature

/ /  
Date

**Approved**

\_\_\_\_\_  
Approving Authority Name (print)

( ) -  
Work Telephone Number

\_\_\_\_\_  
Approving Authority Signature

/ /  
Date

Attachment C

UNIVERSITY OF COLORADO COLORADO SPRINGS
UNIVERSITY VEHICLE ACQUISITION/DISPOSAL REQUEST

Department/Unit:
Requestor Signature: Date:
Requestor Printed Name: Campus Phone:
Campus E-mail:

Request authorization to (check box)

Purchase Lease Accept Donation Dispose

\*Fill out all information known or desired. If purchasing vehicle but only have general idea of what kind of vehicle is wanted, enter as much specific information as you can about department need/business purpose so Transportation Services has a better idea of what type of vehicle to search for.

Vehicle Year:
Vehicle Make: Model: Color:
Estimated Maximum Acquisition Cost/Expected Auction Proceeds: \$
Source of estimate:
Other Details:
Business purpose:
Preferred Delivery/Disposal Date:
Replacement or new acquisition?
If new acquisition, unplanned replacement or donated vehicle, provide further details:

If known:

Vehicle Identification Number (VIN):
Vehicle Registered State/License Number:
Mechanical Inspection (Date): by:

Registered Owner:
Owner Street Address:
Owner City, State, Zip:
Owner Telephone:

Where do you plan to park the vehicle?

How do you plan to refuel/charge the vehicle?

Approving Authority for Funding/Disposal (signature):
Printed Name of Approving Authority:
Speed Type:
Department/Unit: Date:

In signing the above, Approving Authority acknowledges Transportation Services authority in determining safety inspections and ordering preventative maintenance. All safety inspections and preventative maintenance costs are the responsibility of the department requesting the vehicle.

**UNIVERSITY OF COLORADO COLORADO SPRINGS**  
**UNIVERSITY VEHICLE ACQUISITION/DISPOSAL REQUEST**

(Continued)

**Transportation Authority (Signature):** \_\_\_\_\_

Purchase Recommended:  Yes  No (explain below)

Requirements validated:  Yes  No (exceptions \_\_\_\_\_)

Vehicle Inspected:  Yes  No Value \$ \_\_\_\_\_

Print Name: \_\_\_\_\_

**Signatures below this point only required if new acquisitions, disposal, unplanned replacements, or donated vehicles to the campus:**

**Executive Director of Parking & Transportation (Signature):** \_\_\_\_\_

Approved:  Yes  No

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Vice Chancellor for Administration and Finance (Signature):** \_\_\_\_\_

Approved:  Yes  No

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Accepted for CU Foundation (Signature):** \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Notes (date and initial):**

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