I. PURPOSE & INTENT

This vehicle policy is established to ensure proper use and maintenance of all University of South Florida System (USF System) vehicles (excluding electric carts, boats, boat motors/engines, turf equipment, construction equipment), as well as the use of personal vehicles while traveling for official USF System business.

II. STATEMENT OF POLICY

A. USF Vehicles

USF System vehicles are to be used for official USF System business only and used with prior approval from appropriate administrative officer(s).

B. Driving on Official USF System Business

1. Only a USF System employee, volunteer or student (approved by an accountable officer) with a current valid Florida Driver's License, will be allowed to drive a USF System vehicle or drive a personal vehicle for official USF System business. If the USF System vehicle falls into the classification that requires a Commercial Driver's License (C.D.L.), the operator will have the C.D.L. with the proper endorsements, appropriate to the type of vehicle operated, in accordance with Section 322.10, Florida Statutes.
2. Drivers of USF System vehicles and employees, volunteers or students using personal vehicles to travel for USF System official business shall adhere to and follow all applicable traffic and safety laws, including the use of seat belts.

3. This Policy specifically prohibits and bans the use of a mobile phone or other device to “text” while driving any vehicle on official USF System business. Employees, volunteers or students driving for official USF System business should take all other reasonable precautions including limiting cellular/mobile phone calls.

4. Drivers of USF System vehicles and employees, volunteers or students using a personal vehicle to travel for official USF System business shall not permit riders, except those directly involved in the official USF System business for which the vehicle is being used.

5. Any accidents that occur while driving for official USF System business should be reported to the proper law enforcement officials and the Division of Environmental Health and Safety (see Policy 6-011 Accident/Injury and Loss Control Prevention), immediately.

6. Official USF System business does not include driving to and from the driver’s residence and the driver’s primary work location at USF. However, it may include driving from the driver’s residence to a non-primary work location within the USF System (such as another regional institution) if attendance is required at that location for business purposes. Official USF System business does not include any personal side trips the driver may take while driving for USF System business.

C. Centralized Repair and Inspection Station for USF System Vehicles—Tampa Campus

On the Tampa campus, a Centralized Repair and Inspection Station is established under the management of the Physical Plant Division and the responsibilities of same include:
- Establishing procedures for repairs, etc.
- Establishing preventative maintenance guidelines.
- Routinely evaluating vehicles as to usefulness, efficiency, and safety of operation.
- Establishing priorities for repairs and services.

D. Repair and Inspection of USF System Vehicles—Regional Campuses and Separately Accredited Institutions

Each regional campus and separately accredited institution Regional Chancellor or designee is responsible for ensuring that repair and inspection of USF System vehicles is accomplished in accordance with section II. C., above.

*Current Responsible Office: Administrative Services

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.