

| Minnesota State University, Mankato<br>University Policy                    |   |
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| <b>Policy Name:</b> State Vehicle Usage                                     | <b>Effective Date of Last Review:</b><br>July 1, 2018 |
| <b>Custodian of Policy:</b><br>Vice President for Finance and<br>Facilities | <b>Date of Last Review:</b><br>September 2017         |
| <b>Date of Adoption:</b><br>July 1, 2011                                    | <b>Date of Next Review:</b><br>September 2024         |

## POLICY

State vehicles are made available by Minnesota State University, Mankato solely for official business and related activities such as representing the University. They may be used by state employees, contract employees (with contractual authorization), and students.

Authorized drivers of Minnesota State Mankato vehicles are limited to those who have a valid United States or Canadian driver's license, have completed the Vehicle Consent Form (authorization to view Motor Vehicle Record) and received an appropriate rating from the assigned personnel associated with the University Risk Management Office.

## PROCEDURE

- 1) Minnesota State Mankato faculty, staff and students may drive a state vehicle if they are on university business, with departmental approval. An appropriate account, with funds, must be in place prior to the usage of the state vehicle. Drivers on university business shall have either a "Satisfactory" or "Probationary" rating from their Vehicle Consent Form which authorizes review of their Motor Vehicle Record (MVR) per assigned personnel associated with the University Risk Management Office. [1419-hrpolicy-dlrchecks.pdf](#)
- 2) State vehicles may be parked in Facilities/Vendor, Purple or Gold stalls.
- 3) Safety belts are to be worn at all times by the drivers and passengers in state vehicles.
- 4) Speed limits are to be observed at all times.
- 5) Side trips are to be avoided. The Facilities Services Office has computer capabilities to show best trip routes.

- 6) Smoking or other tobacco use is not allowed in any Minnesota State Mankato passenger or maintenance vehicles.
- 7) Vehicles should be returned with a full tank of gas.
- 8) Annual (January) review of the per gallon fuel rate per following website: [Gasoline and Diesel Fuel Update - U.S. Energy Information Administration \(EIA\)](#). Vehicle rate structure would adjust as need, on July 1 of the same calendar year.
- 9) Report all accidents, scrapes, bumps, etc., immediately upon return to your supervisor and Facilities Services. The University's automotive mechanics will see that they are repaired.
  - a) Collision insurance is provided through the State of Minnesota, Risk Management Division, for all state-owned vehicles, this provides sufficient coverage for most repairs.
- 10) Refer to the Vehicle website for detailed information about general travel and for long distance guidelines (trip over 300 miles, where two eligible drivers are recommended), or contact Facilities Services, (507) 389-5649, 358 Wiecking Center. Check the department website ([Fleet Vehicle Services | Minnesota State University, Mankato](#)) for additional guidelines, estimated trip costs, and reservation details.

## SANCTIONS

Violators may be fined or driving privileges suspended for a period of time, depending on the frequency of incidents and/or related circumstance. Those responsible also subject themselves to criminal prosecution. Incidents involving students may also be processed through the student conduct system.

## RATIONALE

Minnesota State Mankato provides and maintains a passenger fleet to address the business needs of its faculty and staff, as well as the activity program requirements of student clubs and organizations. Over 400,000 miles are traveled annually using state vehicles.

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| <b>Policy:</b>                           |                       |                      |
| <b>Formal Review Process</b>             | <b>Date Submitted</b> | <b>Date Reviewed</b> |
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| <b>✓ Vice President's Recommendation</b> |                       | <b>Date</b>          |
|  |                       |                      |
| <b>✓ President's Approval</b>            |                       | <b>Date</b>          |
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