

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 4:025	Supersedes Policy Number: 4:025
Date: April 27, 2011	Dated: January 24, 2007
Subject: Use and Care of University-Owned Automobiles	Mandatory Review Date: April 27, 2016
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: 4:03:02:00
Approved:	President: signature on file

Neither the state nor APSU carries an automobile liability insurance policy for the protection of faculty, staff, and students driving University-owned vehicles.

The State Board of Claims, Nashville is the agency established to function in lieu of liability insurance. Using staff attorneys, the board investigates and adjudicates all claims against the state, including those arising from negligence of state employees. The board makes decisions regarding the awarding of damages and the amount. The board endeavors to make awards consistent with what would be awarded in a civil court of law.

In accidents involving automobiles, two criteria must be met before the board will consider a claim: (1) The driver must be a state employee and (2) the state employee must be on official business. If these conditions exist, the claimant must establish that he/she was injured and that the injury was the result of negligence of the state employee.

Regular full-time or part-time employees are the only persons allowed to drive APSU vehicles. As a general rule, students are not permitted to drive state motor vehicles. However, a student may drive a state motor vehicle provided he/she is an employee of the institution, is acting within the scope of his/her employment in driving the state vehicle, has been given proper authorization and would be paid by the institution for services rendered. For instance, a student employed part time in the athletic department who is given a paycheck for his/her work and who is given the specific responsibility of transporting student athletes and/or cheerleaders to and from institutional athletic events could be permitted to drive a state vehicle subject to the rules and regulations in the Board Policy on Motor Vehicles (TBR Policy No. 4:03:02:00). It makes no difference whether the student is paid with institutional funds or Work-Study Funds as long as payment, in fact, is made to the student. Students should be permitted to drive under these circumstances only when it is absolutely necessary. See also APSU Policy 4:018 (Athletic & Other Student Group Travel).

Student Government Association (SG) officers are not considered university employees although they may receive a stipend. Therefore, even if their travel is in connection with SGA business, such students are not permitted to drive state motor vehicles.

Policies Governing Usage of University Vehicles

1. The vehicles may be used only for an approved University activity.
2. The drivers of a vehicle must have a valid driver's license and will be required to present that license prior to obtaining vehicle keys.
3. The person to whom the vehicle is assigned must abide by approved policies and procedures during the period of assignment. Limitations on numbers of passengers and types of vehicles to be used may be imposed.
4. Vehicles shall be brought back in a condition satisfactory for the next user. All trash must be removed from the vehicle. All personal items should be removed from the vehicle. The university is not responsible for personal items left in the vehicle.
5. A \$15.00 fee will be charged if vehicle reservations are not cancelled by the scheduled depart date or vehicle is not returned by the scheduled return date without notice or if the vehicle is not brought back in a satisfactory condition the direct supervisor of the person to whom the vehicle is assigned will be notified.
6. Seat belt use is required in all vehicles used by any department and drivers are responsible for enforcing this requirement for all vehicle occupants.
7. Once a reservation has been confirmed, the university will not cancel the reservation except for causes beyond its control, such as a breakdown of the scheduled vehicle. Prompt notice of a cancellation to the person with a confirmed reservation is required.
8. Except for specifically scheduled professional meetings, conferences, institutes, athletic events (not including athletic recruiting) and trips associated with class and student activities (for which motor pool vehicles may be reserved as far ahead as desired), the maximum amount of time a vehicle reservation can be made prior to its use is three weeks.
9. Cell phone use is not allowed while operating University vehicles.
10. The use of tobacco products is not allowed in any University vehicle.
11. The use of alcohol is not allowed in any University vehicle.

12. The use of any prescription, over-the-counter medication or other substance that could impair the ability of the driver to safely operate the vehicle is prohibited.

Procedures Governing Reservation and Use of University Vehicles

1. Vehicles not routinely designated for use by a specific university department will be available on request on a first-asked basis and will be assigned by the Physical Plant Department in accordance with the procedures found at:

[Procedures Governing Reservation and Use of University Vehicles.pdf](#)

2. Unanticipated need for vehicle (need identified less than three working days prior to intended use):

Call Physical Plant (221-7456) to ascertain availability of a vehicle. If a vehicle is available, a tentative confirmation will be issued. Then, the employee must complete all paperwork, obtain its proper approval and ensure it is received by the Physical Plant Department before departure.

Accidents

State Employee Accident Report Guide

This guide is to inform state employees of the proper procedures to be followed in the event of an accident involving a state-owned vehicle. The following steps should be taken by the state employee to whom the vehicle is assigned, should an accident occur:

1. **STOP IMMEDIATELY** - Aid any injured people. Do not move an injured person if movement may increase injury (unless it is to avoid further injury). If necessary or in doubt, call an ambulance immediately.
2. **NOTIFY POLICE** (State, City or County and Campus Police) - Police must investigate any accident involving a state vehicle. Do not move vehicle until the proper investigating authority has arrived.
3. **REPORT TO THE UNIVERSITY** - A breakdown or accident should be reported immediately to the APSU Physical Plant Department (221-7456) or after hours to Public Safety (221-7786).
4. **RESPONSIBILITY** - Make no statement regarding the accident except to police. The law requires that name, address and license number be given.
5. **INSURANCE COVERAGE** - Secure the name of the agent or company with which the other party has liability insurance. Inform the other party that you are a state employee operating a state-owned vehicle. The agency

of state government that can adjudicate/or pay for any damages and injuries is the State Board of Claims, 1206 Andrew Jackson Building, Nashville, Tennessee, 37219.

After the Accident

A state employee should notify his/her supervisor or department head as soon as possible, providing essential facts. Then, the employee and his/her supervisor should prepare a Departmental Incident Report, APSU/FA/PA/010 (form available in the Human Resource Office), and send to the Human Resource Office and Physical Plant Department. The supervisor or department head should notify the Human Resource Office immediately. If the parties involved require assistance in filing a claim, the Human Resource Office should be contacted.