



## OPSU POLICIES AND PROCEDURES

TITLE: OPSU Vehicle Operations Policy

APPROVED BY: Larry Peters, VPAAO

DATE: March 18, 2011

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### **DRIVER'S LICENSE POLICY**

It is an OPSU policy that employees who are required to operate a university motor vehicle on any public roadway while in the performance of their regular job duties must have a valid driver's license. Below are the procedures to ensure adherence to this policy.

1. OPSU will conduct a driver's license verification and status check on new employees selected for positions that involve operation of a university motor vehicle. In addition, the University will conduct periodic driver's license verification and status checks on all employees in positions involving operation of a university motor vehicle.
2. Any new employee who has applied and been accepted for university employment in a position where possession of a valid driver's license is a listed requirement and who is subsequently determined not to have (or to have had at time of application) a valid driver's license will be considered to have submitted false information and will therefore be subject to termination.
3. An employee who is hired by OPSU and who holds a valid out-of-state driver's license will be considered to be a properly licensed driver for employment purposes. However, any such employee who resides in Oklahoma must obtain a valid Oklahoma driver's license within thirty (30) calendar days of the first day of employment. Failure to obtain an Oklahoma driver's license within this period may result in termination.
  - a. Student employees with prior approval by the University may operate a university motor vehicle in the course of their employment so long as they hold a valid driver's license issued by their state/country of residence/origin.
  - b. The only driver's licenses recognized by the State of Oklahoma and Oklahoma law enforcement agencies are those issued by any other U.S. held properties and those issued by the country of origin of international students. The so-called International Driver's License is not recognized and does not constitute a valid driver's license for employment purposes.
4. Current employees who must possess a valid driver's license to perform their job are required as a condition of employment to notify their supervisor immediately upon

receipt of any notification that their driver's license has been suspended or revoked or has in any way been modified or subjected to restrictions not previously known to the supervisor. Failure to make such notification within the specified time period may result in termination.

5. Oklahoma law requires that holders of a driver's license who have taken legal action to change their name (through marriage, divorce, or court action) and/or have changed their mailing address must notify the Oklahoma Department of Public Safety of such change(s) within ten (10) days. University employees will be expected to be in compliance with this provision of the law.
6. If a current employee's license is suspended or revoked, expires, or is subject to modification or restriction and such action prevents the employee from performing any part of his/her regularly assigned work duties, that employee will not be permitted to operate a university motor vehicle on any public roadway until the license is fully reinstated, renewed, or additionally modified.
7. Until the employee's driving privileges are restored, the employee's department may reassign the employee to a job not requiring the operation of a university motor vehicle or place the employee on appropriate leave status, including but not limited to compensatory time, paid leave, or leave without pay. Before the employee may resume operating a university motor vehicle on public roadways, written confirmation from the Oklahoma Department of Public Safety verifying license reinstatement or conferring privileges to drive while at work or a properly issued renewal license must be presented to the supervisor.

## **OPERATION OF UNLICENSED VEHICLES**

### **POLICY**

Due to the liability exposure for OPSU, no University employee is permitted to operate any unlicensed/unregistered university vehicle outside of the Main Campus. It is not permissible to cross any of the aforementioned boundaries to go to Franklin Hall, Carter Hall, Hughes-Strong Auditorium, or any other place off the Main Campus of OPSU (as defined by the specific landmark boundaries described below). If you need to go to any place away from the Main Campus (even across the street) either park the unlicensed/unregistered vehicle on the Main Campus and walk to your destination, or take your own vehicle.

University Vehicles, Registered or Unregistered, are not to be driven for personal business, whether on campus or off campus. Personal business includes but is not limited to breaks, whether it is a breakfast break, a lunch break, or a supper break. University vehicles, registered or unregistered, are not to be driven to any destination in the city of Goodwell for personal business.

Using a registered university vehicle for conducting official authorized university business is addressed by the OPSU travel policy and is not covered under this policy.

To qualify to operate a registered university vehicle, the operator must have both of the following:

1. Valid United States driver's license, issued by the country or state of origin or the State of Oklahoma, and
2. Status as an OPSU employee.

To qualify to operate an unregistered university vehicle, the operator must have status as an OPSU employee.

The grounds of the Main Campus at OPSU are defined by the following landmarks:

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|-------------------|---|
| North side limit: | Eagle Blvd  |
| East side limit:  | Aggie Blvd.   |
| South side limit: | Southern edge or border of the Golf Course.                       |
| West Side limit:  | Western edge or border of the Western-most athletic/sports field. |

For the purpose of this notice the following definitions will apply:

Unlicensed/Unregistered University vehicles include, but are not limited to, the following:

1. Golf Carts
2. Cushman Carts
3. Gator
4. Any other University vehicle that does not have a valid license plate and/or a VALID registration. The only exceptions to this definition are the man lift, backhoe, tractor, wheel loader and lawnmowers.

A University employee is defined as a person who is paid by the university including faculty (whether full time, part time, or adjunct); staff (whether full time, part time, exempt, or non-exempt); student worker, or a contract employee.

**PERSONAL VEHICLE USE**

If a university employee is authorized to use their personal vehicles for university business, the liability coverage outlined above extends to their personal vehicle (just as if it were a university-owned vehicle). However, the State of Oklahoma also requires such persons to have personal automobile liability insurance in force at the time of use. The University or State, provides no physical damage insurance for an employee's personal vehicle while that vehicle is being used on university business. Further information is available from the Risk Management Office.

**LEASED/RENTED VEHICLES**

The University's liability coverage extends to vehicles leased or rented by individuals or departments of the University while the vehicles are being used on university business. The University or state provides no physical damage insurance; the individual or department must purchase physical damage coverage for the leased/rented vehicle. Example: if using a rented vehicle while traveling on university business, employees/departments must purchase the Collision Damage Waiver unless a personal automobile insurance policy will extend physical damage insurance to the rented vehicle or the University contract with the auto rental company exempts liability for collision damage. Further information is available from the Risk Management Office.

**USE OF STATE VEHICLES FOR PRIVATE PURPOSES**

Oklahoma statutes prohibit the use of state-owned vehicles for private purposes. It is the policy of the University that passengers shall not be transported in state vehicles unless they are on state business. No non-state employee shall be transported in a state vehicle or the privilege to drive a state vehicle will be suspended.

When private vehicles are used for state business purposes and one expects to be reimbursed pursuant to 74 O.S. Suppl 1987, 500.4(B), the transporting of private passengers not on state business is not prohibited; however, it is suggested that the practice be held to a minimum.

According to Oklahoma statute, the use of state-owned vehicles to ride to and from an employee's place of residence, except in the performance of official duty, is expressly prohibited. Employees of the University cannot be assigned a university-owned vehicle for use on a permanent 24-hour basis unless an exception under the statute has been granted. Requests for an exception must be submitted in writing to the President of the University.

If employees using university vehicles plan to depart at an earlier hour than the motor pool opens or return at a later hour than the motor pool closes, they may be authorized by the motor pool to retain the vehicle at their residence until their departure or until the vehicle may be returned to the motor pool.