

**PRESIDENTIAL MEMORANDUM #43**  
**1<sup>st</sup> Revision**

Original Issue Date: October 3, 1973

**SUBJECT: Assignment and Use of State Licensed Vehicles**

**DATE: February 3, 1983**

The purpose of this memorandum is to establish policy and procedures for the assignment and use of State licensed vehicles.

I. Reference

- a. Vehicle Assignment and Use Policy, Department of General Services, State of Florida, June 21, 1972.
- b. Chapter XVIII, Grounds and Transportation Department, Administrative Affairs Operational Manual.

II. General Policy

- a. State vehicles will be used only for university business and sanctioned student activities, except to relieve emergency situations where the protection of life or property is involved and there is no other means of transportation available.
- b. State vehicles will not be used for personal purposes except when authorized officially as a perquisite by the Department of Administration.
- c. Only on special occasions in connection with official travel being performed in State vehicles, when it has been determined by the head of the department, or such person as he may designate, that the purposes of the travel can be more usefully served by including persons other than State officials and employees, such persons may be authorized to travel in State vehicles at no expense to the State.
- d. State vehicles may not be driven to an employee's home unless the employee is departing upon or returning from an official trip away from his headquarters under circumstances which make it impractical to use other means of transportation, or when the employee needs the use of the vehicle after completion of a regular work day to conduct State business on the same day or before his usual working hour on the next day.
- e. State vehicles will be operated only by State employees and authorized student body representatives. Each operator must possess a valid Florida driver's

license.

- f. The University provides liability insurance in the following limits; collision insurance coverage is not maintained.

Bodily Injury and/or Property Damage - \$100,000/\$200,000

- g. The driver to whom a State vehicle has been released is responsible for the vehicle until it is returned to University control. The University is not responsible for traffic violations by drivers of State vehicles.

### III. Procedures

- a. Reservations for assignment of available State vehicles may be made with the Grounds and Transportation Department. Unless otherwise directed, reservations will be made on a first-come basis.
- b. Unless otherwise justified, vehicles may not be used under the conditions described below:
  - 1. Travel out of the State of Florida.
  - 2. Trips requiring more than three (3) days absence from the campus.
  - 3. Transportation to any airport or other terminal when length of trip requires overnight parking.
- c. When the vehicle is released by the motor pool, the driver will receive keys, a credit card, trip log, and an informational document with check-out, use of credit card, emergency, and check-in instructions.

Glenwood L. Creech  
President

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