

## CLEVELAND STATE UNIVERSITY DRIVING AND MOTOR VEHICLE

### Purpose:

The safety of Cleveland State University's students, faculty, staff, and the public is a central concern to this University. This policy governs the use of CSU's vehicles by applicable individuals and is designed to support safe and prudent use of CSU owned, leased and rented vehicles.

### Covered University Personnel and Vehicles:

This policy is applicable to the drivers of all University owned and leased or locally rented vehicles which are leased or rented in the University's name or used in the course and scope of University business regardless of lessee/renter. It is also applicable to all employees who are required to drive as part of their job description as well as all drivers of 12 or 15-passenger vans.

### Authorized Use: Authorized use of CSU's vehicles is limited to:

1. Travel between the location where the University vehicle is dispatched and the location where official University business is performed.
2. When on official travel status, between the location of University business and the location of temporary lodging.
3. When on official travel status and not within reasonable walking distance, between either of the above locations and locations to obtain meals; locations to obtain medical assistance (including drugstore); and other locations required to sustain the health, welfare or continued efficient performance.

h7ain(en Tw 1.11 0 Td [( )8 (d))

employees of the University or serving the interest of the University.

4. Transport of hitchhikers.
5. Transport of cargo which has no relation to the performance of official University b

Approved Drivers:  
Employ

business. The Department of Human Resources retains the discretion to direct completion of an acceptable driver improvement program as an

reimbursement for the use of their personal vehicles. In order to be approved to drive, the student must:

1. Have submitted a signed Release for Motor Vehicle Report.
2. Have a valid driver's license and a motor vehicle report which does not have six or more points in the last three years. An example of points assigned by the State of Ohio is shown below.

**6 pts.** Operating a vehicle under the influence of drugs and/or alcohol

**4 pts.** Underage Drinking & Driving

The driver's personal automobile liability insurance card must be in his/her possession when using a personal vehicle for University business. Claims are to be reported to the Driver's insurance agent and the Department of Environmental Health and Safety.

**Rental Vehicles:**

Use of rental vehicles is limited to University business.

*For Locally Rented Vehicles:*

Effective 3/1/2006, all drivers renting vehicles on behalf of CSU or its student groups are required to obtain the rental vehicle from the University's preferred rental provider, Enterprise Rent-A-Car. The Enterprise agreement provides competitive rental rates which already include automobile liability insurance coverage. A listing of the Enterprise offices in North East Ohio which honor this agreement follows this policy, along with a listing of the agreed rental rates.

Enterprise has required that CSU run Motor Vehicle Reports on all drivers of their rental vehicles and that these drivers comply with this CSU Motor Vehicle and Driving Policy. Two weeks prior to the rental, a Motor Vehicle Release Form must be completed and forwarded to the Department of Human Resources. Motor Vehicle Release Forms can be obtained at: <http://mycsu.csuohio.edu/offices/hrd/forms.html> If the needed vehicles are not available from Enterprise, a waiver must be requested from the Department of Human Resources (x3636) in advance of the rental.

Approved drivers should rent the vehicles in the University's name with the approved driver as the named driver. Under no conditions should

amount of up to one Thousand (\$1000) per accident may be charged back to the driver's department or sponsoring organization.

*Foreign Business Rentals:* the driver should accept the CDW/LDW and liability insurance in the minimum amount offered by the rental agency. 048 Tw 29.758 0.0402[(F)5.336 Tw ( )Tj.72