



Department of Facilities Management

POLICY & PROCEDURE DOCUMENT

NUMBER: 1.004

DIVISION: Department of Facilities Management

TITLE: Use of Campus Vehicles

DATE: February 3, 2005

REVISED: N/A

Policy for: All Department of Facilities Management Employees

Authorized by: Director Facilities Management

I. Purpose and Scope

Per the Commissioner of the Department for Administrative Services for the Commonwealth of Kentucky, use of state vehicles is for official business only.

II. Policy

- A. Vehicles owned by the university and operated by this department shall be used only in a capacity directly associated with work activities. Under no circumstances will state-owned vehicles be used to pick up lunch, run personal errands, etc.
- B. University vehicles will be used only for work related activities, NO EXCEPTIONS.
- C. Failure to comply will be grounds for immediate discharge of employment at WKU.
- D. Any damage done to public or personal property in the event of an accident which occurs during unauthorized use will be the driver's responsibility.

III. Procedure

IV. Exclusions

V. Related Policies

VI. Reason for Revision

Appendices: