

AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

POLICY NO.: IV:05:04 DATE: November 24, 1980  
SUPERSEDES POLICY NO.: II:05:09 DATED: March 1, 1978  
SUBJECT: Use and Care of University-Owned Automobiles  
APPROVED: Robert O. Riggs, President Robert O. Riggs

Vehicle Liability Insurance

Neither the State nor the University carries an automobile liability insurance policy for the protection of faculty, staff, and students who may be driving University-owned vehicles.

The State agency established to function in lieu of liability insurance is the Board of Claims, located in Nashville. This Board, which utilizes its own staff of attorneys, investigates and adjudicates all claims against the State arising from the negligence of State employees as well as other types of claims. Decisions as to the award of damages, and the amount thereof, are made by the Board. Generally, it can be said that the Board tries to award damages consistent with what it believes would be awarded in a Civil Court of Law.

As far as accidents involving automobiles are concerned, there are two criteria which must be met before the Board will consider a claim. (1) The vehicle must be owned by the State, and (2) the driver must be a State employee. Assuming these conditions exist, then the claimant must establish that he (she) was damaged, and that the damage was the result of negligence of a State employee while driving a State vehicle. This means that students or other non-State employees are afforded no protection by the State or the University from damage claims which might be filed against them pursuant to the authorized use of a University-owned vehicle; and it should be pointed out that a faculty or staff member authorizing a student to drive a University vehicle, places himself and others in a position of vulnerability to lawsuit stemming from the negligent action of the student.

EXCEPTION: The State Board of Claims will cover claims for accidents involving a student driver if and only if the student's written job description and condition of employment authorizes him/her to drive University-owned vehicles and if all driving of such vehicles is specifically job related.

### Policies Governing Usage of University Vehicles

1. The vehicles are to be used only in connection with an approved University activity.
2. Drivers of vehicles are required to have valid Tennessee drivers license and may be required to present their license prior to obtaining vehicle keys.
3. Vehicles will be assigned by the Maintenance Department.
4. The person to whom the vehicle is assigned is responsible for following approved policies and procedures and for the prudent care of the vehicle during the period of assignment. Full-time University employees shall be the only persons driving University vehicles. Student employees may not be considered University employees for the purposes of this policy. (See Exception)
5. Vehicles will be available on a first requested - first served basis.
6. Once a reservation has been confirmed, the Maintenance Department will not cancel the reservation except for a reason beyond the control of the department, such as a breakdown of the scheduled vehicle, etc. Prompt notice of a cancellation by the person having a confirmed reservation is also required.
7. Except for scheduled professional meetings, conferences, institutes, athletic events and field trips associated with class activities, the maximum amount of time a vehicle reservation can be made before the vehicle is to be used is three weeks.

### Procedures Governing Usage of University Vehicles

1. Vehicles will be assigned by the Maintenance Department by the following procedures:
  - a. Call the Maintenance Department to ascertain the availability of a vehicle. All conditions of the proposed trip must be explained to the Maintenance Department at this time.
  - b.
    1. If a vehicle is available, such will be confirmed to the requesting employee at the time of the call.
    2. The employee will then be required to complete all paperwork, obtain its proper approval, and ensure that it is received within forty-eight hours by the Maintenance Department. If the request is made on the day before a holiday or weekend, the Maintenance Department must receive the paperwork by 4:00 p.m. on the day immediately following the holiday or weekend. Otherwise, the reservation will be canceled.

Paperwork consists of a written application (PPM Form IV:05:04:a) properly completed in duplicate, signed by the employee, and approved by the proper administrative officer from whom the forms are available.

- c. 1. If a vehicle is not available, the employee will be told at the time of the call and the employee may proceed with a private vehicle. An application for use of a University vehicle will not be required.
2. The maintenance Department will provide an exemption certificate (number) immediately through the campus mail to the employee.
3. When the employee completes the appropriate travel claim form, the exemption certificate must be attached in order for the Business Office to pay the higher mileage claim.

NOTE: It will not be necessary to obtain an exemption number if transportation is by air and a personal vehicle is to be used for travel to the airport. However, only one automobile round trip may be claimed for each trip taken by air. Parking fees and the current rate authorized per mile may be claimed. A receipt for parking fees must be submitted with the claim.

2. Application should be made early for scheduled events. After a reservation has been confirmed, the Maintenance Department should be notified promptly to release the vehicle for another assignment if the vehicle is not to be used.
3. Applications should state the exact time the vehicle will be picked up. Except for use of a vehicle outside regular office hours of the Maintenance Department (7:30 a.m. - 4:00 p.m. Monday through Friday, except on holidays), keys will not be issued earlier than the stated time of departure. Keys to vehicles to be used on Saturday, Sunday, or holidays should be secured from the Maintenance Department before 4:00 p.m. on the previous day the department is open. However, the vehicle is not to be moved from the parking lot of the Maintenance Department until the stated time of departure, unless otherwise specified on the application form.
4. On the completion of the trip, the vehicle should be parked on the lot of the Maintenance Department. If the vehicle is returned during regular office hours, the keys and your copy of the application (containing mileage and other information) should be returned to the office. If the trip is completed outside office hours of the department, the vehicle should be parked on the lot, locked, and the keys and your copy of the application returned to the Maintenance Department early the next working day.
5. A breakdown or accident should be reported immediately to the Austin Peay State University Maintenance Department.



AccidentsState Employee Accident Report Guide

The purpose of this guide is to inform State employees of the proper procedure to be followed in the event of an accident involving a State-owned vehicle. All State employees involved in a personal injury or property damage accident will be required to complete, in triplicate, the "Accident Report" of the Department of Safety. 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 persons. Do not move injured party if movement may add to injury (unless it is to avoid further injury). If necessary or in doubt, call an ambulance immediately.
2. NOTIFY POLICE - (State, City or County) It is always wise to have an accident investigated by the police. Do not move vehicle until the proper investigating authority has arrived.
3. GET IT ON PAPER - Using the space and forms provided in the glove compartment of the assigned vehicle (PPM Form IV:05:04:b), make written notes of all essential facts. Fill in all available spaces.
4. RESPONSIBILITY - Do not admit responsibility - make no statement regarding accident except to the 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 carries their 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 damages and injuries incurred is the State Board of Claims, Supreme Court Building, Nashville, Tennessee 37219.

It will be necessary to contact the Board of Claims to obtain instructions on the legal procedures to follow to collect for damages or injuries incurred in the accident.

After the Accident

State employees should notify their supervisor or division head as soon as possible, providing the essential facts. The supervisor should immediately notify the person designated by the Commissioner of the department to handle such matters. (Usually the staff attorney.)

The party involved in the accident should then obtain an "Accident Report" from the Division of Financial Responsibility in the Department of Safety and complete the form in triplicate. If the total damage is more than \$100.00 or someone is injured, the original should be filed with the Department of Safety, as required by law.

The second copy should be retained by the Department for file, while the third copy should be forwarded to the Board of Claims upon their request.

AUSTIN PEAY STATE UNIVERSITY

Application for Use of University Car  
for Out of Town Trip

Date of Application: \_\_\_\_\_

Request is made for use of University car and explanation follows:

1. Destination: \_\_\_\_\_
2. Time going: \_\_\_\_\_
3. Do you plan to move the vehicle before the stated hour of departure?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes:
  - a. what date and time \_\_\_\_\_
  - b. where will car be parked until stated time of departure \_\_\_\_\_
4. Time Returning: \_\_\_\_\_  
Month and Day \_\_\_\_\_ Hour of Return \_\_\_\_\_
5. Purpose in discharge of official duty \_\_\_\_\_  
\_\_\_\_\_
6. Your code number: \_\_\_\_\_

Signed by \_\_\_\_\_  
Employee

Approved by \_\_\_\_\_  
Administrative Officer

7. Car assigned \_\_\_\_\_  
Make \_\_\_\_\_ License Number \_\_\_\_\_

Report on Automobile

1. Mileage: to begin \_\_\_\_\_ to end \_\_\_\_\_
2. Operation: Excellent \_\_\_\_\_ Good \_\_\_\_\_ Poor \_\_\_\_\_
3. Prepare a brief report on poor operation and needed repairs  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: Review memo pertaining to use of University cars. . . . Prepare in duplicate.  
Complete your copy and turn in with keys.

ACCIDENT INFORMATION

(Fill out at the scene of the Accident)

Date \_\_\_\_\_ Time \_\_\_\_\_ a. m.  
p. m.  
Street or Highway Number \_\_\_\_\_  
City \_\_\_\_\_ County \_\_\_\_\_

CONDITIONS

Weather \_\_\_\_\_

Road \_\_\_\_\_

Driver of Other Car \_\_\_\_\_

Address of Other Driver \_\_\_\_\_  
\_\_\_\_\_

Owner of Other Car \_\_\_\_\_

License Number and State \_\_\_\_\_

Make of Car \_\_\_\_\_ Model \_\_\_\_\_

Damage to Other Car or Property \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and Address of Agent and Insurance Company of Other Car \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Police Officer \_\_\_\_\_

Court Citation Given \_\_\_\_\_

Court Citation Number \_\_\_\_\_

Accident Report (continued)

Persons Injured

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_
2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_
3. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_

Occupants of Other Car

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_
2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_
3. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_

Witnesses to Accident

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_
2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_
3. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_