

AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUALPOLICY NO.: II:01:06 DATE: March 1, 1982SUPERSEDES POLICY NO.: IV:02:03:02 DATED: March 1, 1978

SUBJECT: Travel - Use of Demonstrator Vehicles

APPROVED: Robert O. Riggs, President *Robert O. Riggs*General

From time to time demonstrator vehicles are offered on a loan basis to the University by automobile dealers. It is the general policy of the University that such vehicles be accepted subject to guidelines hereinafter stated.

Responsibility

It is the responsibility of the Vice President for Administration and Development to make initial contact with auto dealers interested in providing vehicles to the University; however, this may be done cooperatively with other vice presidents, deans, department chairpersons directors, and other individuals with budget authority. The Vice President for Administration and Development shall coordinate any arrangements for such vehicles with the Director of Purchasing. The Director of Purchasing shall be responsible for maintaining records of instances in which vehicles are loaned and by whom and instances in which such arrangements are discontinued.

Utilization

The use of loaned vehicles shall be limited to the purposes designated by the dealer, but in no event for any purposes inconsistent with the best interest of the University in terms of University Policies, State and Governing Board regulations, and practices related to maintaining a favorable public image for the institution. Employees of the University will treat loaned vehicles with meticulous care and in a manner designed to be pleasing to the dealer.

Cost of Operation

- A. Insurance: Since the operation of vehicles not owned by the State of Tennessee does not come under the purview of the State Board of Claims, it behooves each individual assigned a demonstrator vehicle to determine (1) if his/her use of the vehicle

is covered under the dealer's liability insurance or (2) if not, can the dealer so include it. If it is not included, but the dealer can, this may be done and the University will reimburse the dealer for his additional cost upon submission of an official invoice from the dealer, not the insurance company.

If the dealer cannot provide the liability coverage, then the University employee to whom the vehicle is assigned may add it to his/her own personal policy, if not already so provided, and the University will reimburse the employee for the cost upon submission of a copy of the policy or rider thereto and a receipt indicating payment to the insurance company by the employee of the required premium, such premium being for a period of time not more than one (1) year. Should the employee be terminated or resign for any reason before expiration of the insurance term, the employee will reimburse the University a prorated amount of unamortized premium.

- B. Licensing: In instances where a regular dealer's license cannot be left on a loaned vehicle, the dealer will be requested to provide licensing and invoice the University for the cost thereof.
- C. Other Expenses: The University will assume the cost of minor maintenance and road emergency service necessary in the use of loaned vehicles. Only in the case of driver education use may State gasoline be used in vehicles not titled to the State. The cost of gasoline and oil purchased by employees for use in loaned vehicles in the conduct of University business only will be reimbursed by the University. For reimbursement, employees must complete the standard travel claim form, attaching appropriate tickets documenting purchase of gasoline, oil and other allowable items of expense.

### Scheduling

In instances where a loaned vehicle is to be used by more than one employee, the individual to whom the vehicle is primarily assigned, i.e., Athletic Director for the Athletic Department, Director of Admissions for the Admissions Office, etc., will have the responsibility and authority to establish use priorities and schedules for the vehicle. Should a vehicle be loaned for general University use, the President shall assign it to a particular department or individual or to the motor pool. If to the motor pool, scheduling use of the vehicle will be by the motor pool supervisor consistent with his practices of scheduling the use of University-owned motor pool vehicles.