


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

Policy Number: 4:025	Supersedes Policy Number: 4:025
Date: January 22, 1992	Dated: October 17, 1988
Subject: Use and Care of University-Owned Automobiles	
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: 4:03:02:00
Approved:  President	

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 driver must be a State employee and (2) the State employee must be on official University business. Assuming these conditions exist, then the claimant must establish that he/she was damaged and that the damage was the result of negligence of the State employee.

As a general rule, students should not be permitted to drive State motor vehicles; however, a particular student can be permitted to drive a State motor vehicle provided that he/she is an employee of the institution, would be acting within the scope of his/her employment in driving the State vehicle, has been given proper authorization, and would be actually paid by the institution for the services rendered. Thus, a student who is employed part-time in the Athletic Department, who is given a paycheck for the work he performs, and who is specifically given the

responsibility of transporting student athletes and/or cheerleaders to and from institution athletic events could be permitted to drive a State vehicle subject to the rules and regulations set forth in the Board Policy on Motor Vehicles (TBR Policy No. 4:03:02:00). It makes no difference whether the student is paid out of institutional funds or Work-Study Funds as long as payment is actually made to the student. Students should be permitted to drive under these circumstances only when it becomes absolutely necessary.

Student Government Association presidents and vice presidents are not considered employees even though they may receive a stipend. Therefore, such individuals should not be permitted to drive State motor vehicles even though their travel may be in connection with SGA business.

#### 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 a valid drivers license and may be required to present their license prior to obtaining vehicle keys.
3. Vehicles will be assigned by the Physical Plant Department (648-7456).
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. Regular full-time or part-time employees shall be the only persons driving University vehicles.
5. Vehicles will be available on a first requested, first served basis.
6. Once a reservation has been confirmed, the Physical Plant Department will not cancel the reservation except for a reason beyond the control of the department, such as a breakdown of the scheduled vehicles, 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 (not including athletic recruiting) and field trips associated with class activities (for which motor pool vehicles may be reserved as far ahead as desired) the maximum amount of time a vehicle reservation can be made before the vehicle is used is three weeks.

Procedures Governing Reservation and Use of University Vehicles

1. Vehicles will be assigned by the Physical Plant Department in accordance with the following procedures:
  - a. Prepare an Application for Use of University Vehicle Form (form available in Physical Plant Dept.) in duplicate, obtain appropriate signatures and forward to the Physical Plant Department. Applications should state the exact time the vehicle will be picked up. Except for use of a vehicle outside regular office hours of the Physical Plant 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 Physical Plant Department before 4:00 p.m. on the previous day the department is open. However, the vehicle is not to be moved until the stated time of departure unless otherwise specified on the application form.
  - b. Physical Plant personnel will check current reservations and either confirm the reservation by sending a confirmation form or returning the Application for Use of University Vehicle Form marked canceled if no vehicle is available.
  - c. On the completion of the trip, the vehicle should be parked on the lot of the Physical Plant Department. If the vehicle is returned during regular office hours, the keys and user's 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 behind the gates, locked, and the keys and user's copy of the application returned to the container provided in the Public Safety side of the Shasteen Maintenance and General Services Building.
  - d. A breakdown or accident should be reported immediately to the Austin Peay State University Physical Plant Department (648-7456).
2. Unanticipated need for vehicle (need identified less than three working days prior to intended use):

Call Physical Plant (648-7456) to ascertain availability of a vehicle. If a vehicle is available, a tentative confirmation will be issued. 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 Physical Plant Department. If the request is made on the day before a holiday or weekend, the Physical Plant 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.

## Accidents

### State Employee Accident Report Guide

The purpose of this guide is to inform State employees of the proper procedures to be followed in the event of an accident involving a State-owned vehicle. 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 required to have an accident investigated by the police for any accident involving a State vehicle. Do not move vehicle until the proper investigating authority has arrived.
3. RESPONSIBILITY - Do not admit responsibility. Make no statement regarding accident except to police. The law requires that name, address, and license number be given.
4. 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, 1206 Andrew Jackson Building, Nashville, Tennessee, 37219.

### After the Accident

State employees should notify their supervisor or department head as soon as possible, providing the essential facts. The individual along with his supervisor should then prepare a Departmental Incident Report, APSU/FA/PA/010 (form available in Personnel Office), and send to the Personnel Office and Physical Plant Department. The supervisor or department head should immediately notify the Personnel Office. If the parties involved require assistance in filing a claim, the Personnel Office should be contacted.