


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

Policy Number: 4:026	Supersedes Policy Number: II:01:06
Date: August 1, 1986	Dated: January 23, 1984
Subject: Courtesy Vehicles	
Initiating Authority: Vice President for Development	SBR Policy/Guideline Reference: 4:03:02:00
Approved:  President	

General

From time to time the loan of a vehicle is offered to the University as a courtesy by local automobile dealers. It is the general policy of the University that such offers be accepted subject to the guidelines hereinafter stated.

Acquisition and Documentation

It is the responsibility of the Vice President for Development to coordinate efforts to obtain courtesy cars and to maintain a list of vehicles currently being provided. The Vice President for Development will coordinate any arrangements for such vehicles with the Purchasing Agent.

The Purchasing Agent will be responsible for maintaining a complete and current information record for each vehicle. PPM Form 4:026:a will be used for this purpose.

Responsibility and Utilization

The use of courtesy vehicles will be limited to the purposes designated by the dealer. In no instance is such a vehicle to be used for any purposes inconsistent with the best interests 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 courtesy vehicles with meticulous care and in a manner intended to be pleasing to the dealer. University

employees will be expected to be familiar with this provision and will so acknowledge in writing on PPM Form 4:026:b.

In instances when a courtesy vehicle is to be used by more than one employee, the individual to whom the vehicle is primarily assigned, i.e., Athletic Director, Director of Admissions, etc., will have the responsibility and authority to establish use priorities and schedules for the vehicle. If the vehicle has been designated for general University use, the President will assign it to a particular department, to a particular individual, or to the motor pool. If the vehicle is assigned to the motor pool, scheduling will be the responsibility of the motor pool supervisor, consistent with his/her normal practices.

### Expenses

The cost of licensing and insuring courtesy vehicles will be the responsibility of either the dealer or the individual to whom the vehicle is assigned, pursuant to the agreement reached by these parties.

The University will reimburse employees for gasoline and oil consumed in the conduct of University business as indicated by odometer readings submitted on the travel claim form, PPM Form 4:016:b. The reimbursement rate established for courtesy vehicles will be \$.10 per mile, reflecting only the cost of gasoline and oil and excluding maintenance and repair costs for which allowance is made in the reimbursement rate for personally owned and University owned vehicles. State gasoline may be used only in vehicles titled to the State or utilized in driver education courses.

All other expenses arising from the conduct of University business are reimbursable according to the provisions of the APSU policy for travel, PPM 4:016.

COURTESY VEHICLES - AUSTIN PEAY STATE UNIVERSITY

Vendor \_\_\_\_\_

Make and Model of Vehicle \_\_\_\_\_

Year \_\_\_\_\_ Serial Number \_\_\_\_\_

Person Vehicle is Assigned to \_\_\_\_\_

Date Issued \_\_\_\_\_ Date Returned to Vendor \_\_\_\_\_

License Tag Number \_\_\_\_\_

AUSTIN PEAY STATE UNIVERSITY  
COURTESY VEHICLE RESPONSIBILITY AGREEMENT

I understand and accept my responsibilities as stated in APSU Policy Number 4:026, Courtesy Vehicles, Section 3, Responsibility and Utilization.

My use of a courtesy vehicle conforms to the remaining provisions of this policy.

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Signature

Date