



Board of Trustees Policy

BOT Policy No.: BOTP-2006-05		BOT Policy Name: Motor Pool and Vehicle Use Policy	
Initial Adoption Date: December 7, 2008		Revision Date(s): September 23, 2010, December 4, 2025	
Responsible Unit: Office of the Executive Vice President and Chief Operating Officer		Responsible Executive: Associate VP for Facilities, Planning, Construction, and Safety	
Authority	Board of Governors Regulation 1.001; University Regulations 1.012 and 8.001		
Applicability	This Policy applies to all Florida A&M University (FAMU or University) owned, leased, or operated vehicles, golf carts and utility vehicles, and all University employees operating such University owned, leased, or operated vehicles.		

I. Policy Statement and Purpose

This Policy provides the general guidelines regarding the acquisition, ownership, and use of University-owned or leased and operated vehicles, golf carts, and utility vehicles. The proper utilization of University vehicles minimizes University transportation costs, liability, and helps ensure the safeguarding of University personnel and resources. This Policy seeks to provide for the safe operation of University vehicles as well as their appropriate stewardship.

II. Definitions

- A. *Administrative Head* - the appropriate Vice President, Associate Vice President, Assistant Vice President, Director, Dean, Chair or Manager.
- B. *Department* - any College, School, Department, or equivalent unit.
- C. *Motor Vehicle/University Vehicle* - any automobile, watercraft, truck, golf cart, utility vehicle, other vehicles designed for transportation of persons, construction vehicles or farm equipment owned or leased by the University.
- D. *Authorized University Official* - all University faculty, USPS, A&P, and OPS employees who have been authorized to drive a University vehicle for University related business and activities.
- E. *Authorized drivers (or operators)* - a trustee, officer, employee, agent, or volunteer authorized by the University Risk Manager to drive a University automobile. Use of the vehicle must be in the course and scope of assigned duties, providing direct benefit to the University.

III. Procedures, Approvals/Responsibilities

- A. No University department shall purchase, lease or otherwise acquire any motor vehicle without prior written approval of the University President or the President's designee. This shall not apply to the temporary lease (less than 30 days) of a vehicle for the use of an employee to conduct official University business, where the cost does not require the use of

formal competitive solicitation. Approval by the President or the President's designee does not relieve the department of the responsibility for complying with the University purchasing rules or other laws regarding the acquisition or retention of motor vehicles.

- B. The Vice President for Research must approve any vehicle purchased with grant funds in accordance with the terms and conditions of the underlying grant. Motor vehicles purchased with grant funds—federal, state, or private—must be used primarily for the project for which they were acquired. When allowed by sponsor terms and when not interfering with the original project, vehicles may be used on other sponsored projects.
- C. All University-owned or leased motor vehicles are part of the University Motor Pool. Such motor vehicles include, but are not limited to: vehicles purchased with education and general (E&G), contracts and grants (C&G), auxiliary (AUX), or activities and service (A & S) funds, and vehicles that are donated to the University.
- D. All authorized operators of University-owned, leased, or rented motor vehicles shall carry a current, valid and appropriate driver's license.
- E. University-owned or leased motor vehicles, excluding golf carts and utility vehicles, shall carry an official state of Florida license plate that is issued for each individual motor vehicle. The University logo or insignia shall be appropriately displayed on each vehicle.
- F. University-owned, leased, or rented motor vehicles shall be used only in connection with official University business and activities which officially promote the mission of the University. These motor vehicles shall be driven only by authorized drivers who are designated University Faculty, USPS, A&P, Executive Service and OPS employees. Personal use and transport of individuals not affiliated with University business in University motor vehicles is prohibited. For federally funded vehicles, secondary use must prioritize projects funded by the same federal agency, then by other federal agencies. Limited institutional use is permitted only when it does not conflict with the vehicle's primary grant purpose. All shared use and related costs must follow sponsor requirements and cost-allocation rules. Departments must coordinate with the Office of Sponsored Programs, Grants Accounting, and Property Management to ensure proper authorization, documentation, and tracking of vehicle use.
- G. All authorized operators of University-owned, leased, or rented motor vehicles designed to transport passengers shall carry a current, valid and appropriate commercial driver's license (CDL) if required and attend mandatory EH&S Distracted Driver and Defensive Driver safety training prior to operating a vehicle on campus.
- H. Only University faculty, staff, and OPS employees with a valid Class A, B, or C driver's license with ENDORSEMENT 'P', can operate or transport personnel in vans designed to seat sixteen (16) or more passengers.
- I. Parents and guardians of minors must be informed in advance if their minor will be transported in a University vehicle in connection with a University-sponsored activity. Parents and guardians must provide prior written permission for all such transportation. For more information regarding minors, please refer to the [Minors on Campus Policy](#).
- J. All administrative heads shall ensure that all golf carts and operators within their units comply with the requirements of the University Golf Cart and Utility Vehicle Use Standard Operating

Procedure. All golf carts/utility vehicles will be registered with Environmental Health and Safety (EH&S), prior to use. Golf carts will display the standardized assigned registration number and FAMU logo conspicuously labeled on the front of the golf cart.

- K. A copy of the University's automobile liability certificate and the "Know Before You Go" pamphlet is required by law to be kept in each vehicle, excluding golf carts and utility vehicles.
- L. The University Risk Manager shall maintain a list of operators with appropriate license class and endorsements for the specific type of vehicle.
- M. All occupants of a University vehicle must wear seat belts whenever the vehicle is in motion. Passengers must be seated in manufacturer-installed passenger seats; passengers are prohibited from riding in the bed of a truck or other non-passenger area of a vehicle during operation. When leaving a vehicle unattended, keys should be removed from the vehicle.
- N. All vehicles must be secured and locked after daily operation.
- O. Operators are prohibited from texting while driving and must follow state of Florida (or other applicable state) regulations regarding mobile device use while operating a University vehicle.
- P. The use of tobacco products in University-owned/leased vehicles is prohibited. This also extends to electronic cigarettes and any vapor-emitting devices.
- Q. Operators must strictly adhere to the University [Drug-Free Workplace Policy and No Smoking and Tobacco Use Regulation](#). The use of alcoholic beverages, drugs (which could impair driving ability), tobacco products, electronic cigarettes and/ or vapor-emitting devices are not permitted in University vehicles. Driving on University business and/or driving a University vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is prohibited and may result in University disciplinary procedures.
- R. All University-owned or leased vehicles are required to be serviced and repaired by a Vehicle Services third-party provider. A list of approved vendors may be obtained from the Department of Facilities, Planning, Construction, and Safety. Departments that own/lease or operate University vehicles must assign a designated fleet liaison for the department. The Fleet liaison is responsible for adhering to the set maintenance schedule for each vehicle as posted on the Facilities, Planning, Construction, and Safety's website. Vehicle repairs, maintenance costs, as well as ALL expenses associated with operation of the University vehicle (i.e., fuel, tolls, insurance, graphics, license tag registration, etc.) will be paid by the individual department to which it has been assigned. Each department must maintain accurate vehicle maintenance records for every vehicle assigned to it. The department must submit a Vehicle Maintenance Log/Repair Checklist to Facilities, Planning, Construction, and Safety by email at pomaccounting@famuedu by the 5th of each month.
- S. All fines and penalties resulting from the failure to comply with federal, state, and local laws, administrative rules and ordinances by an operator of a University vehicle are the personal responsibility of the vehicle operator. The operator must immediately report same to their Administrative Head. The University will assume no financial responsibility for such fines or penalties. Failure to comply with such regulations shall be considered improper use of the vehicle and could subject the operator to disciplinary action, up to and including termination. If the notice of violation is sent to the department, the notice will be given to the operator of the vehicle. The operator must pay the fine by the due date and provide proof of payment to

the department. Any fees or other applicable charges because of late payment or nonpayment must be paid by the operator.

- T. Individuals who fail to comply with this Policy may be subject to disciplinary measures, up to and including dismissal. Departments may be required to reimburse the University for any fees (including legal and/or court fees) associated with defective vehicles or vehicles whose maintenance is not properly recorded as required in this Policy.
- U. Failure to report an accident involving a University Vehicle as set forth herein shall be considered improper use of the vehicle and could subject the operator to disciplinary action, up to and including termination.
- V. State Vehicle Liability Insurance is provided through the State Risk Management Trust Fund. Coverage is provided for any employee, agent, or volunteer of the University properly operating the vehicle in accordance with their employment or relationship with the University. A copy of the University's automobile liability certificate is required by law to be kept in each vehicle, excluding golf carts and utility vehicles. It is the assigned department's responsibility to ensure the updated certificate is placed in the motor vehicle by July 1st when state liability insurance coverage renews.

W. University Responsibilities:

- 1. **University President/President's Designee** – provides written approval for the acquisition of all University owned or leased motor vehicles; makes temporary exceptions to vehicle assignments in the case of extraordinary circumstances; and provides written authorization for agents or volunteers who are not University officials, and employees to travel in or use University-owned, leased or rented vehicles.
- 2. **Facilities, Planning, Construction, and Safety** – processes and maintains all titles, license plates and vehicle numbers for University-owned and leased vehicles; maintains the Special Assignment Vehicle Certification list; collects and maintains records of Vehicle Maintenance Logs/Repair Checklist for each University vehicle; ensures the inspection, service and report of all University vehicles; receives reports of all unsafe vehicle conditions; determines whether a vehicle's use must be discontinued due to disrepair; and manages and assigns all University-owned and leased vehicles in accordance with the following:
 - a. Motor Pool Assignment (Class A)
 - i. All University-owned or leased motor vehicles not otherwise assigned shall be considered Motor Pool vehicles. These vehicles shall be centrally controlled by the Office of Facilities, Planning, Construction, and Safety and made available for specific trips and returned to the Motor Pool upon completion. Motor Pool vehicles may not be driven to an employee's home, unless the employee is departing or returning from an official trip away from their headquarters under circumstances which make it impractical to use other means of transportation or when the employee needs the use of the vehicle after completion of the regular workday to conduct University business on the same day or before normal working hours on the next day.
 - b. Limited Assignment (Class B)

with the disposal of vehicles as surplus property in accordance with Chapter 273, Florida Statutes; and removes motor vehicles from University property records.

6. **University Risk Manager** – maintains the official list of designated operators of University-owned, leased or rented motor vehicles with a copy of their respective driver's license; after the initial receipt of information, obtains verification of the validity of driver's licenses and special license restrictions from the Florida Department of Highway Safety and Motor Vehicles; conducts verifications of driver's licenses and special license restrictions periodically during each fiscal year; and maintains all documents, photographs, and other records related to accidents involving University vehicles.
7. **Authorized University Official** – The driver or operator of the University vehicle has ultimate responsibility for seeking and possessing information about driving safety and road regulations. The driver or operator must:
 - a. Have a valid driver's license.
 - b. Notify their administrator/supervisor of any change in license status.
 - c. Obtain the necessary approvals to be an Authorized University Official and complete all necessary paperwork for the use of the University Vehicle.
 - d. Complete all driving safety courses upon initial hire and as needed thereafter as determined by the EH&S/Risk Management Office.
 - e. Use University vehicles for official University business and activities only.
 - f. Operate a University vehicle in accordance with University regulations and applicable state laws.
 - g. Assume responsibility for any and all fines or traffic violations associated with use of a University vehicle.
 - h. Never release control of a University vehicle to family members, friends or others.
 - i. Immediately report to FAMU Department of Campus Safety and Security and the University Risk Manager, all accidents or vehicle damage incurred while operating a University vehicle.

IV. Vehicle Forms

- A. Vehicle Maintenance Log/Repair Checklist
- B. Vehicle Purchase Authorization Form
- C. Special Assignment Vehicle Certification List
- D. Golf Cart and Utility Vehicle Use Standard Operating Procedure/Acknowledgment Form
- E. Driver's License Verification

V. Accidents Involving University Vehicles

- A. Accidents on Campus – If anyone driving a University vehicle is involved in an accident on the University's campus, the Administrative Head must immediately report the accident to the University Department of Campus Safety and Security and University Risk Manager. Operators must submit all accident-related documents and photographs to the University Risk Manager within two (2) business days.

- B. Accidents off Campus – If a University vehicle, including a rented vehicle, is involved in an accident off University property, the report of the accident must be made at once to the local police, sheriff, highway patrol or other jurisdictional division in accordance with the law. The driver or operator shall inform their supervisor and the Risk Manager of the accident immediately.

- C. Rented Vehicles - The use of rented vehicles in connection with official University business or activities is subject to the same procedures that apply to University-owned vehicles. Please see the state of Florida Department of Management Services (DMS) motor vehicle rental contract for reference. Note: Physical damage and liability coverage for rental vehicles are only provided for rentals utilizing the DMS motor vehicle contract. If renting a motor vehicle outside of the DMS contract, the purchase of physical damage coverage and supplemental liability is highly recommended.

VI. Related Procedures

The Associate Vice President for Facilities, Planning, Construction, and Safety will create procedures in furtherance of this Policy to govern motor pool and vehicle use activities. The aforementioned procedures apply to all University vehicles.

Attachment(s)	Vehicle Maintenance Log/Repair Checklist ; Vehicle Purchase Authorization Form ; Special Assignment Vehicle Certification List; Golf and Utility Cart Use Standard Operating Procedure and Acknowledgment Form ; Driver’s License Verification Form ; Mileage Log
Related Resource(s)	n/a