

## Florida A&M University Regulation



### 8.001 Motor Pool and Vehicle Use

#### (1) Policy Statement and Purpose.

This Regulation implements the authority of Florida Agricultural and Mechanical University on Motor Pool functions and duties in accordance with Board of Governors Regulation 1.001 and FAMU Regulation 1.021.

#### (2) Approval.

The University shall not acquire any motor vehicles through lease, lease purchase, purchase, installment-purchase, loan, or transfer from another agency without the express written permission of the President of the University or President's designee. This section shall not apply to the temporary lease (less than 30 days) of a vehicle for the use in the conduct of normal University business.

#### (3) Acquisition and Disposal of Motor Vehicles.

- (a) The term "motor vehicles" includes any automobile, golf cart, utility cart, watercraft, aircraft, truck, or other vehicles designed for transportation of persons and construction vehicles or farm equipment.
- (b) All motor vehicles shall be approved by the Office of Facilities Planning, Construction, and Safety and procured through the University's Procurement Department in accordance with University regulations, policies, and procedures. Acquisition may be by purchase, lease, installment-purchase, loan, or by any other legal means and may include a trade-in. All motor vehicles purchased shall be of a class that will safely transport University personnel and adequately meet the requirements of the University.
- (c) The University has the authority to:
  - 1. Obtain the most effective and efficient motor vehicles for University purposes;
  - 2. Establish standard classes of motor vehicles to be leased, purchased, or used by University personnel;
  - 3. Establish and operate facilities for the acquisition, disposal, operation, maintenance, repair, storage, control, and regulation of University-owned motor vehicles;
- (d) Disposal of surplus motor vehicles will be executed in accordance with Florida Agricultural and Mechanical University Regulation Chapter 9, Surplus Property.

#### (4) Assignment and Use.

- (a) Motor vehicles owned, leased, or operated by the University shall be available for official University business only as authorized by the President or President's designee.

- (b) Special assignment vehicles shall be assigned for use upon certification of the President or President's designee.

(5) Maintenance.

- (a) At the option of the President or President's designee, motor vehicle maintenance may be performed by the University or by contract for specialized maintenance services.
- (b) This section does not preclude the emergency repair of a motor vehicle when operating away from the normal geographical use area.

(6) Aircraft.

- (a) The acquisition of any aircraft to conduct University business or the acquisition of any aircraft using University funds shall require prior approval of the Florida Agricultural and Mechanical University Board of Trustees.
- (b) This section does not preclude the use of commercial airlines or state air pool for the normal conduct of University business nor the procurement of special charter services for the transport of groups of University personnel or sports teams or student groups.

*Specific Authority: BOG Regulation 1.001 and FAMU Regulation 1.021. History: New 2-17-81, Formerly 6C3-8.01, Amended 8-16-04; Amended 12-04-25.*