University Vehicle Usage Policy
Updated: 8/9/2013

Student organizations using vehicles for any reason, including but not limited to errands, travel or for event purposes, must have each driver read the vehicle safety program information, fill out the online Vehicle Use Agreement form and be familiar with motor pool policies. Driving records will be checked with the Vehicle Use Agreement form information (found at http://www.mnstate.edu/InternalTemplate.aspx?pageid=2147498129). Each driver must have an acceptable or conditional driving record according to the Department of Motor Vehicle check.

If you or your student organization has any questions or concerns about the Minnesota State Colleges and Universities Vehicle Fleet Safety Program, contact the Assistant Director of Leadership and Organizations at 218-477-2120. Material posted on the MnSCU Risk Management website at www.finance.mnscu.edu/facilities/insurance-riskmgmt/index.html

Effective July 1, 2008

Vehicle Policies as of 8/9/13

- Authorized drivers are MSUM Faculty, Staff and MSUM students. The students must have filled out the vehicle request form and been approved to drive. Students who wish to drive the 12 passenger vans out of state must be 21 years of age.
- Keys must be picked up during Physical Plant Office Hours of 8:00am - 4:30pm, Monday through Friday.
- The MSUM Motor Pool has 8 sedans, 1 minivan, 6-12 passenger vans, available for check-out.
- Vehicle charge will be as follows:
  - $5.00 daily vehicle charge
  - Plus the following rates/mile:
    - Sedans - $.45/mile,
    - Mini-Vans - $.50/mile,
    - 12-passenger vans - $.58/mile
  - For example; a sedan that traveled 10 miles in one day would be charged: $4.50 (.45X10=$4.50) $4.50+$5.00=$9.50 charge for the day
- Cube van and pickups will be charged out at $.72/mile + $10.00 per day.
- State owned vehicles are for official state business use only and persons must hold a valid U.S. drivers license to operate.
- Only authorized persons are permitted to ride in state owned vehicles (authorized persons include state employees and other persons participating in state programs or functions).
- All passengers and drivers of state vehicles are required by law to use seat belts. It is the responsibility of the driver to make sure all passengers comply with all applicable seat belt laws.
- Drivers of state vehicles are required to observe and obey all traffic laws regarding the operation of a motor vehicle, including speed limits.
- Drivers must operate state vehicles in a safe and courteous manner at all times.
- Drivers of state vehicles are responsible for all fines and penalties imposed for parking or traffic violations with respect to the state vehicle, while the state vehicle is still in their possession.
- The authorized driver must return the vehicle to the MSUM Physical Plant in the same condition in which the vehicle was received, except for ordinary wear and use.
- If it is necessary for the MSUM Motor Pool to perform a major cleaning job on a vehicle before it can be sent out again, there will be a $50.00 charge billed to the requesting department.
- The vehicle must be returned on the due date and time or earlier.
- Rental charges apply until the vehicle is returned to the MSUM Physical Plant. *If you do not return the vehicle on time, you are preventing someone else from using it.*
- If the vehicle is not picked up within two hours of the designated pick-up time, the reservation will be cancelled and the $10.00 daily vehicle charge will be charged to the requesting department.
- If a state vehicle is returned with less than a half tank of gas, the requesting department will be charged $10.00; there will also be a $5.00 charge if the card is not filled out.
- Reminder: write down the car mileage, not trip miles. State gas cards are with the trip ticket.