

Procedure Title: Guidelines for Motor Vehicle Operators  
Policy Number: ESU-FA-2011-024  
Effective Date:  
Review Date:  
Division: Finance & Administration  
Responsible Office: Facilities Management

**Procedure Summary:**

**Policy Procedure** the guidelines for motor vehicle operators.

**Process:**

1. Operators of University/Commonwealth vehicles are responsible for all fines and penalties associated with any violation of the vehicle code and/or parking ordinances. Fines and penalties are not a reimbursable expense, with the exception of fines for mechanical defects beyond the control of the vehicle operator. Any operator cited for a moving violation may be subject to disciplinary action the vehicle is not operated in accordance with state law.
2. Only those operators designated on the Travel Request Form are permitted to drive a University/Commonwealth vehicle. If more than one operator is required for a trip, the appropriate travel authorization must be completed for each additional operator, or their name included as additional driver.
3. Seat belts must be worn according to state law.
4. An authorized operator must never leave a vehicle unattended while the keys are in the ignition or when the engine is running.
5. If the vehicle cannot be returned at the time designated on the authorization form, the operator must call the University Police (570-422-3063) to report that the vehicle will be late.
6. University or Commonwealth owned vehicles must always be operated in accordance with state law and for University related business only.

**Forms:**

Travel Request Form

Van Request Form

**Related Procedures:**

Vehicle Reservation

Vehicle Pick-up by Authorized Operator (Driver)

Vehicle Return

Report of Accident

**Other Related Information:**

N/A

**Contacts:**

N/A