

**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Fleet Operations</b>	<b>Procedure Number:</b>	<b>FO-02</b>
<b>Subject:</b>	<b>Use of University Vehicle Rules and Regulations</b>	<b>Effective Date:</b>	<b>February 1999</b>
		<b>Revised Date:</b>	<b>March 2017</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>May 2023</b>

**Standard Operating Procedure**

The University of Toledo’s Fleet Management department shall provide a procedure and supply rules and regulations as it relates to state-owned vehicles.

**Purpose**

To provide a safe and efficient means to transportation for University personnel.

**Procedure**

1. All operators of State of Ohio vehicles shall have a current and properly classified vehicle driver’s license, be insurable under University guidelines, and operate said vehicles within full compliance with all applicable state and local laws, ordinances and regulations.
2. University vehicles shall be used only for university business, shall not be used for unauthorized personal activity, and shall not be used to transport passengers other than those necessary to and engaged in conducting official university business.
3. The unauthorized use of a University vehicle by a University employee may subject him or her to disciplinary action by the University and/or prosecution under section 2913.03 and section 124.71 of the Ohio Revised code.
4. In the case of any accident involving a University vehicle, the vehicle’s operator must submit an official police accident report to Fleet Operations or Risk Management within 72 hours of the accident. The operator is responsible for reporting the