



**University Policy**

Applies to: University units that own, lease, or use a university vehicle in addition to any person operating a university vehicle

**Responsible Office**

**Office of Administration and Planning**

**POLICY**

Issued: 12/01/1990  
Revised: 06/17/2019  
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This policy provides the requirements for the acquisition, use, maintenance, fueling, accident reporting, transfer, and disposal of vehicles owned, leased, operated, or otherwise managed by the university, including low-speed, under-speed, and utility vehicles.

**Purpose of the Policy**

To promote responsible use of university vehicles, establish requirements for the operation and maintenance of university vehicles, provide consistent oversight, advance the safety and well-being of the university community, promote efficiency while preserving environmental and economic resources, and comply with local, state, and federal laws and regulations.

**Definitions**

<b>Term</b>	<b>Definition</b>
Accident	Any incident involving a university vehicle that causes damage to persons or property.
Alternative fuel	E85, hydrogen, compressed natural gas, propane, and electricity. Does not include gas-electric hybrids.
Gifted vehicles	This term includes gift vehicles and gift-leased vehicles.
Gift vehicles	Vehicles donated to the university, titled to The Ohio State University, added to the university fleet, and treated as any other university vehicle.
Gift-leased vehicles	Vehicles leased to the university at no charge.
Personal use	Any use other than the performance of university business purposes; university vehicles may only be used for university business purposes.
Unit	A university department in possession of and operating a university vehicle.
University vehicle	Any vehicle owned, leased, operated, or otherwise managed by the university. Includes low-speed vehicles, under-speed vehicles (with exception of those used at the golf course or airport), and utility vehicles operated on university property. Excludes agricultural equipment, construction equipment, watercraft, and aircraft.
Low-speed vehicle	A three- or four-wheeled motor vehicle with an attainable speed in one mile on a paved level surface of more than 20 miles per hour but not more than 25 miles per hour and with a gross vehicle weight rating less than three thousand pounds. Includes but is not limited to <i>modified</i> golf carts (i.e., those with windshields, headlights, etc.) and gem cars.
Under-speed vehicle	A three- or four-wheeled motor vehicle with an attainable speed in one mile on a paved level surface of not more than 20 miles per hour and with a gross vehicle weight rating less than three thousand pounds. Includes but is not limited to <i>unmodified</i> golf carts.
Utility vehicle	A self-propelled vehicle designed with a bed, principally for the purpose of transporting material or cargo in connection with construction, agricultural, forestry, grounds maintenance, lawn and garden, materials handling, or similar activities. Includes but is not limited to Gator and Kubota utility vehicles.



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### Policy Details

- I. Transportation and Traffic Management (TTM) is responsible for the implementation, administration, and interpretation of rules, policies, and standards/requirements applied to all **university vehicles** regardless of the method obtained, source of funds, or intended vehicle use. Any requests for exceptions to this policy will be decided by TTM.
- II. Operation and parking of all university vehicles must be in accordance with the [Transportation and Parking Rules, Chapter 3335-21](#), as well as all federal, state, and local laws and regulations.
- III. Federal **alternative fuel** vehicle regulations apply to university vehicles.
  - A. The university is required to purchase alternative fuel vehicles in accordance with 42 U.S.C. 13251, which requires such purchase beginning with vehicles received after September 1, 2010.
    1. Vehicles purchased by the university after September 1, 2010 are not required to be fueled with alternative fuel, but must be able to use alternative fuel.
    2. The mandate only applies to light duty vehicles, up to and including 8500 GVWR (gross vehicle weight rating), excluding public safety and automotive research vehicles.
    3. **Units** must purchase flex fuel vehicles capable of using either gasoline or E85.
  - B. The university may accept **gift vehicles** and **gift-leased vehicles** that do not meet the federal alternative fuel vehicle regulations.
- IV. Drivers should conserve fuel by minimizing vehicle idling time to that which is necessary to accomplish work-related tasks.
- V. Tobacco use is prohibited in any university vehicle. See [Tobacco Free Ohio State](#) policy.
- VI. University vehicles are to be used only for authorized university business. It is the responsibility of the unit dean/vice president (VP) or designee to enforce proper use of university vehicles assigned to the unit.
- VII. **Personal use** of a university vehicle is prohibited except when employees are required to travel for business on a regular basis and it is inefficient and more costly to return to a central point and exchange a university vehicle for a personal vehicle.
  - A. Commuting between the employee's residence and work is considered personal use of a university vehicle and a taxable benefit to the employee, regardless of whether the university directs the employee to take the university vehicle to their residence.
  - B. Employees who work remotely and are assigned a university vehicle to perform their job are not permitted to use a university vehicle for travel that is not related to their employment duties.
  - C. On-call employees are not permitted to use their assigned university vehicle for personal use.
  - D. IRS regulations exempt certain personal use of "qualified nonpersonal-use vehicles" from tax reporting and withholding requirements. A qualified nonpersonal-use vehicle is any vehicle that the employee is likely not to use more than minimally for personal purposes because of its design (e.g., clearly marked police vehicles). For additional information, contact the Office of Business and Finance-Payroll Services.
- VIII. The university is prohibited from owning or operating 15-passenger vans.

### PROCEDURE

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- I. Acquisition
  - A. Acquisition of any vehicle by any unit, regardless of the method obtained (purchased, leased, donated, intra-departmental transfer, or other), source of funds, or intended use, requires prior approval of the:
    1. Acquiring unit dean/VP or designee and
    2. TTM director or designee.
  - B. Units must submit to TTM an approved [Vehicle Acquisition form](#) for each request to purchase or lease a vehicle.



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- C. When requesting transfer of vehicles between units, a [Vehicle Ownership Transfer form](#) must be approved by the dean/VP or designee of the acquiring unit and submitted to TTM.
- D. Transfer of vehicles acquired through the Office of Sponsored Research must have prior approval of the Office of Sponsored Programs property administrator.

### II. Gifted Vehicles

- A. All **gifted vehicles** are required to use the [Gift Vehicle Registration form](#) rather than the Vehicle Acquisition form.
- B. TTM provides state license plates for gift vehicles and gift-leased vehicles.
- C. All gift-leased vehicles must be documented by a written lease agreement between the lessor and the university and are treated as any other university-leased vehicle. The lessor retains title for the vehicle.

### III. Safety, Mechanical, and Appearance Standards

- A. University vehicles must pass an annual inspection in coordination with TTM.
- B. All university vehicles must display the official university logo.
  - 1. TTM is responsible for affixing the university logo on university vehicles.
  - 2. Requests for exceptions to affixing the university logo (e.g., other lettering, insignia, decals, or signs) must be decided by TTM.
- C. University vehicles must display the tobacco free signage approved by the university.
- D. All university vehicles, excluding utility vehicles, must display a state vehicle license plate as assigned by TTM. Unmarked vehicles used exclusively for law enforcement or protective activities may be exempt from this requirement.

### IV. Receipt, Acceptance, Registration, and Fees

- A. TTM acts as the receiver for all newly obtained university vehicles regardless of source.
- B. Before a vehicle can be accepted by the unit, TTM must ensure that:
  - 1. The vehicle includes all expected interior and exterior specifications;
  - 2. The vehicle adheres to state and federal safety, mechanical, and appearance standards;
  - 3. Title and registration are properly filed; and
  - 4. University self-insurance is in effect.
- C. TTM maintains all legal documents pertaining to the titling, registration, and transfer of all university vehicles.
- D. The TTM director or designee authorizes all titling and registration transactions and coordinates registration and licensing with the lessor and the leasing unit for all vehicles leased by the university.
- E. Fleet fee
  - 1. TTM charges an annual per vehicle fee to units operating university vehicles, which covers the cost of Fleet Management (accident claims management, acquisition/disposition, titling, annual reporting, and annual safety inspections). Information about the fee can be found on TTM's [Fleet Policies and Procedures webpage](#).
  - 2. The fee is not prorated or partially refunded when returning a leased vehicle or transferring or disposing of vehicles during the year.

### V. Use of University Vehicles

- A. University vehicles not authorized for personal use must be housed on university property when not in use unless otherwise directed by the unit dean/VP or designee with proper adherence to the procedures for overnight and extended use (see Procedure VI).
- B. Only authorized individuals may operate university vehicles.
  - 1. An individual is considered authorized once the [Driver Registration form](#) has been submitted to and approved by TTM.



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2. Individuals who have not completed the [Driver Registration form](#) may not be covered by university insurance when operating a university vehicle, and may be liable for all damages and claims.
  3. It is the responsibility of the unit dean/VP or designee to ensure that drivers are licensed and registered with TTM for insurance coverage (see Driver Qualifications, Procedure VII).
- C. Drivers must comply with all state and local traffic laws. Drivers are responsible for payment of any fines resulting from traffic and parking violations while operating university vehicles.
- D. Only authorized passengers may ride in university vehicles. These may be faculty, staff, students, or guests of the university.
- VI. Overnight and Extended Use of University Vehicles
- A. Overnight and extended use of a university vehicle must be authorized in advance by the unit dean/VP or designee using the [Vehicle Personal Use Approval form](#).
- B. Individuals authorized for personal use of a university vehicle are required to keep documentation for tax and benefits purposes.
1. Employees must document all personal use of university vehicles in a [Mileage Log](#) and submit a [University Mileage Certificate](#) to the Office of Business and Finance-Payroll Services annually by November 5 for the period covering the prior November 1 – October 31.
  2. The employee will be taxed on the annual lease value of the university vehicle for the percent of personal use identified.
  3. If documentation designating the percent of personal usage is not maintained or if it is not submitted to the Office of Business and Finance-Payroll Services by November 5, the employee will be taxed on the entire annual lease value.
- VII. Driver Qualifications
- A. At a minimum, all university vehicle drivers must:
1. Have a valid U.S. or Canada driver license;
  2. Be at least 18 years of age;
  3. Be university faculty, staff, student employee, or otherwise working/volunteering in an official capacity for the university;
  4. Be authorized by the unit dean/VP or designee; and
  5. Be registered with TTM for insurance purposes.
- B. It is the unit's responsibility to ensure that all driver qualifications are met prior to submitting the [Driver Registration form](#).
- C. When assessing driver qualifications, the unit may consider the composite driving record, both personal and professional, and may obtain a copy of the official driving record of any registered driver from the applicable state, territory, or province.
- VIII. Accident and Insurance Reporting
- A. A police report must be filed by the university driver with local authorities for any **accident** involving a university vehicle resulting in personal injury or property damage.
- B. The university driver must report all accidents to the unit immediately. Failure to report in a timely manner may result in disciplinary action, up to and including termination.
- C. Units are required to report all accidents, even those not requiring a report to local authorities, to TTM within 48 hours of the occurrence using the [Accident Involving a University Vehicle form](#).
- D. TTM handles all communication with insurance companies and processes all insurance claims for university vehicles. Units and drivers should not contact insurance companies without prior approval from TTM.
- E. Units may not authorize repairs, other than emergency repairs to safely return to their lodging/destination, until authorization is received from TTM.
- F. Units are liable for the deductible for each accident as established by the university.



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- IX. Repair, Preventive Maintenance, and Inspections
- A. Units should use TTM for repair and preventive maintenance. If not using TTM for repair and preventive maintenance, units must use professional automotive technicians. Purchases of repair services and parts must be made in compliance with the [Purchasing](#) policy.
1. Units should complete a [Vehicle Pre-Trip Inspection form](#) prior to use.
  2. Units are responsible to arrange and pay for repairs as necessary to maintain the university vehicle in compliance with university standards. Purchases of repair services and parts must be made in compliance with the [Purchasing](#) policy.
  3. Units are responsible for maintaining their university vehicles and must establish regular service schedules and preventive maintenance programs in coordination with TTM.
  4. TTM will confirm that the unit is maintaining the university vehicle according to the prescribed service schedule.
  5. Units must keep maintenance and repair records for each university vehicle and must provide such records to TTM during the annual safety inspection.
- B. Units must use TTM for annual safety inspections.
1. TTM will coordinate the annual safety inspection of all university vehicles in accordance with university standards.
  2. Units must provide maintenance and repair records for each university vehicle during the annual safety inspection.
  3. Deficiencies found in the annual safety and/or pre-trip basic safety and mechanical inspections must be corrected immediately.
  4. Units should contact TTM for inspection of any university vehicle if the unit is uncertain whether the vehicle is in need of repair or maintenance prior to use.
  5. TTM will monitor adherence to the annual safety inspection schedule and will report non-compliance to the appropriate dean/vice president.
- C. Failure to have deficiencies corrected will result in loss of use of the vehicle and impoundment fees assessed to the responsible unit.
- X. Fueling and Use of Commercial Gasoline Fleet Cards
- A. University vehicles on the Columbus campus should be fueled at university facilities whenever possible.
- B. If use of the university fueling station is not feasible, or the university vehicle is to be used off campus or on extended trips, units may apply for a commercial gasoline fleet card.
1. TTM issues commercial gasoline fleet cards.
  2. Commercial gasoline fleet cards are assigned to a specific university vehicle and can only be used for that vehicle.
  3. Commercial gasoline fleet card use is restricted to university expenses (e.g., fuel, repairs).
  4. Units should use the commercial gasoline fleet card provided by TTM to avoid paying federal fuel tax charges. Units can request these cards from TTM.
  5. The unit dean/VP or designee and the TTM director must approve all [Commercial Gasoline Fleet Card Applications](#).
  6. The university must annually report fuel consumption for each university vehicle to state and federal agencies.
  7. Units that are not registered for their own commercial gasoline fleet card may sign one out from TTM (e.g., rental car use, field trip, etc.)
  8. P-Cards may not be used in lieu of a commercial gasoline fleet card to fuel university vehicles.
- C. University fuel options are available for gift vehicles and gift-leased vehicles.
- XI. Transfer or Disposal
- A. University vehicles
1. When transferring or disposing of a university vehicle, the unit must:



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- a. Complete a [Vehicle Ownership Transfer form](#) or [State Vehicle Disposal form](#); and
  - b. Return all fuel cards, commercial gasoline fleet cards, state license plates, and copies of the registration to TTM.
2. TTM handles the transfer or disposal of all university vehicles.
  3. TTM authorizes the title transfer to the buyer to facilitate the change of ownership.
- B. Leased or donated vehicles
1. Leased and gift-leased vehicles may not be returned to the lessor/donor before the completion of the lease term without the authorization of the Purchasing department director or designee.
  2. Units must contact TTM prior to arranging vehicle return to lessor/donor at the end of the agreement.
  3. Units must remove the state license plates and return them to TTM with a letter of return that includes the name of the lessor/donor to whom vehicle was returned, date returned, and mileage at time of return. TTM will notify University Advancement when a gifted vehicle is returned.
  4. Units must report any change in fleet status to TTM when the change occurs.
- XII. Special considerations for low-speed, under-speed, and utility vehicles
- A. Drivers of **low-speed, under-speed, and utility vehicles** must meet the driver qualifications specified above.
- B. Safety requirements for low-speed, under-speed, and utility vehicles:
1. Passengers must be properly seated at all times when the vehicle is in motion.
  2. The number of passengers in each vehicle may not exceed the number of seat belts provided by the vehicle manufacturer or the number of seats reasonably available.
  3. All body parts must remain within the confines of the vehicle at all times when the vehicle is in motion.
  4. If applicable, the key must be removed from all vehicles not immediately in use and the parking brake set.
- C. Low-speed, under-speed, and utility vehicles must be positioned so that those vehicles do not block a sidewalk or building entrance.
- XIII. Low-speed Vehicles
- A. Ohio law considers low-speed vehicles “motor vehicles.” They must be operated in accordance with state and local laws governing motor vehicles and this policy.
- B. Low-speed vehicles are prohibited from being driven on sidewalks, turf, or crosswalks.
- XIV. Under-speed Vehicles
- A. Under-speed vehicles are prohibited from being operated on public roadways except when closed to traffic for a special event on campus such as student move-in day.
- B. Under-speed vehicles are not to be used for general transportation purposes on campus and are limited to:
1. University golf course use;
  2. Airport use;
  3. Transporting athletics equipment;
  4. Moving equipment across turf; and
  5. Additional purposes (e.g., special events such as student move-in day) approved by TTM.
- C. Any unit seeking to operate an under-speed vehicle according to Procedure XV.B.5. or acquire (purchase, lease, or rent) under-speed vehicle after May 1, 2017 must first submit an [Under-speed Vehicle Request form](#) to TTM for review and approval.
1. TTM reviews, assesses, and approves the acquisition and use of under-speed vehicles.
  2. TTM considers relevant safety, fiscal, and other factors in its review of applications.
  3. Acquisition and use of under-speed vehicles for The Ohio State University golf courses are exempt from this requirement.
- XV. Utility Vehicles





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- A. Utility vehicles are not to be used for general transportation purposes and are limited to grounds or maintenance work on campus.
- B. Utility vehicles equipped with plows, salt spreaders, chemical deicers, or those used for roads, grounds, and facility maintenance may be driven on roadways, must display a slow-moving vehicle sign in the rear, and must have a strobe lights or similar warning device during operation. TTM will supply such signs and warning devices.
- C. Utility vehicles must be titled, have a valid registration, and display license plates when applicable.
  - 1. TTM is responsible for acquiring the required documents and providing the license plates.
  - 2. Utility vehicles that are not able to display a license plate are required to display a conspicuous fleet identification number provided by TTM.
- D. When utility vehicles are operated on sidewalks, they must yield to pedestrians and speed must not be greater than the speed of the pedestrian traffic.
- E. Utility vehicles may not operate on grass except when performing maintenance within a grassy area. They cannot be driven on grass as a cut through.

**XVI. Electric Vehicle (EV) Charging Stations**

- A. Operation
  - 1. TTM is the point of contact for customer questions or concerns and operates, provides maintenance and repair, and installs and maintains signage for [EV charging stations](#).
- B. Fees
  - 1. Use of the EV charging stations may be billed to the user at the specified rate, and TTM may change the customer pricing schedule as needed.
  - 2. Cost of using the EV charging station does not include parking fees; valid hangtag charges or hourly parking fees still apply.
  - 3. Charging personal vehicles with university electric is not permitted, unless the EV charging station is indicated for public use.
- C. Enforcement
  - 1. Only EVs are permitted to park in an EV charging station/parking space.
  - 2. Violators are handled in accordance with the [Transportation and Parking Rules](#).

**Responsibilities**

Position or Office	Responsibilities
Driver	<ul style="list-style-type: none"> <li>1. Follow the Transportation and Parking Rules and all applicable provisions in this policy (e.g., special provisions apply to low speed and utility vehicles, golf carts).</li> <li>2. Document all personal use miles and submit a tax certificate to the Office of the Controller-Payroll Services annually by November 5.</li> <li>3. Obtain authorization prior to operating vehicles by completing and submitting a Driver Registration form.</li> <li>4. Comply with all state and local traffic laws.</li> <li>5. Pay any fines resulting from traffic and parking violations while operating university vehicles.</li> <li>6. Conserve fuel.</li> <li>7. Minimize vehicle idling time.</li> <li>8. Do not allow vehicles to idle for any length of time unless necessary to accomplish work-related tasks.</li> <li>9. File an accident report with local authorities for any accident involving a vehicle owned, leased, donated to, or otherwise managed by the university resulting in personal injury or property damage.</li> <li>10. Report all accidents to the unit immediately, even those not requiring a report to local authorities.</li> <li>11. Do not contact insurance companies without prior approval from TTM.</li> <li>12. Fuel university vehicles on the Columbus campus at university facilities whenever possible.</li> <li>13. Use fuel cards issued by TTM only for the specific vehicle to which it is assigned.</li> <li>14. Do not use a university credit card to purchase fuel, except for the TTM issued fleet card.</li> <li>15. House all vehicles not authorized for take home use on university property when not in use.</li> </ul>



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	<ol style="list-style-type: none"> <li>16. Only allow authorized passengers to ride in university vehicles. These may be faculty, staff, students, or guests of the university.</li> <li>17. Use commercial gasoline fleet cards only for university expenses (e.g., fuel, repairs).</li> </ol>
Individuals authorized for take home use of a university vehicle	<ol style="list-style-type: none"> <li>1. Keep documentation for tax and benefits purposes.</li> <li>2. Document all personal use miles.</li> <li>3. Submit a tax certificate to the Office of Business and Finance-Payroll Services annually by November 5 for the period covering the prior November 1 – October 31.</li> </ol>
Transportation and Traffic Management (TTM)	<ol style="list-style-type: none"> <li>1. Implement, administer, and interpret rules, policies, and standards/requirements applied to all motor vehicles covered by this policy.</li> <li>2. Provide state license plates for gift vehicles and gift-leased vehicles.</li> <li>3. Notify University Advancement when a gifted vehicle is returned.</li> <li>4. Affix the university logo on all vehicles.</li> <li>5. Affix the university tobacco free signage on all vehicles.</li> <li>6. Act as the receiver for all newly obtained university vehicles regardless of source.</li> <li>7. Ensure that all vehicles comply with specifications; adhere to safety, mechanical, and appearance standards; have properly filed title and registration; and have insurance in effect prior to being accepted by units.</li> <li>8. Maintain all legal documents pertaining to the titling, registration, and transfer of all university-owned vehicles.</li> <li>9. Assign a state vehicle license plate to all vehicles owned or leased by the university; exempt unmarked vehicles used exclusively for law enforcement or protective activities from this requirement.</li> <li>10. Charge an annual per vehicle fee to units operating vehicles.</li> <li>11. Handle all communication with insurance companies and process all insurance claims for university vehicles.</li> <li>12. Confirm that units are maintaining their vehicles according to prescribed service schedules.</li> <li>13. Coordinate annual safety inspections of all university vehicles.</li> <li>14. Monitor adherence to the annual safety inspection schedule and report non-compliance to the dean/vice president.</li> <li>15. Issue fuel cards and assigned to a specific vehicle.</li> <li>16. Handle the transfer and disposal of all university vehicles.</li> <li>17. Annually report fuel consumption for each vehicle to state and federal agencies.</li> <li>18. Supply slow moving vehicle signs and warning devices for utility vehicles.</li> <li>19. Serve as the point of contact for customer questions or concerns for EV charging stations.</li> <li>20. Operate, provide maintenance and repair, and install and maintain signage for EV charging stations.</li> <li>21. Set the rate and bill for the use of EV charging stations.</li> </ol>
TTM director or designee	<ol style="list-style-type: none"> <li>1. Approve all vehicle acquisitions.</li> <li>2. Determine vehicle safety, mechanical, and appearance standards.</li> <li>3. Authorize all titling and registration transactions and coordinate registration and licensing with the lessor and the purchasing unit for all vehicles leased by the university.</li> <li>4. Approve requests for commercial gasoline fleet cards.</li> <li>5. Authorize the title transfer to the buyer for the change of ownership of university owned vehicles.</li> <li>6. Review, assess, and approve the acquisition and use of under-speed vehicles.</li> <li>7. Consider relevant safety, fiscal, and other factors in its review of applications.</li> <li>8. Approve requests for exceptions to use of the official university logo, including lettering, insignia, decals, or signs.</li> </ol>
Unit	<ol style="list-style-type: none"> <li>1. Purchase alternative-fuel vehicles when feasible and always purchase flex fuel vehicles.</li> <li>2. Approve vehicle acquisition and submit to TTM an approved Vehicle Acquisition form for each request to purchase or lease a vehicle.</li> <li>3. Demonstrate cost savings to be approved to purchase or lease a unit vehicle in lieu of using the vehicle rental program.</li> <li>4. Adhere to established safety, mechanical, and appearance standards when purchasing vehicles.</li> <li>5. Ensure that all driver qualifications are met.</li> <li>6. Consider the composite driving record, both personal and professional when assessing driver qualifications. Obtain a copy of the official driving record of any registered driver from the applicable state, territory, or province, if desired.</li> </ol>





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	<ol style="list-style-type: none"> <li>7. Report all accidents, even those not requiring a report to local authorities, to TTM within 48 hours of the occurrence.</li> <li>8. Do not contact insurance companies without prior approval from TTM.</li> <li>9. Pay the cost associated with each accident.</li> <li>10. Use TTM for repair and preventive maintenance. If not using TTM, use professional automotive technicians.</li> <li>11. Submit vehicles to TTM for inspection prior to use.</li> <li>12. Arrange and pay for repairs as necessary to maintain the vehicle in compliance with university standards.</li> <li>13. Maintain assigned vehicles and establish regular service schedules and preventive maintenance programs in coordination with TTM.</li> <li>14. Keep maintenance and repair records for each vehicle and provide such records to TTM during the vehicle's annual safety inspection.</li> <li>15. Use TTM for annual safety inspections and pay the required fee.</li> <li>16. Correct deficiencies found in safety and mechanical inspections immediately.</li> <li>17. Have vehicles with questionable safety or road worthy status inspected by TTM or their designee.</li> <li>18. Pay impoundment fees.</li> <li>19. Apply for a commercial gasoline fleet card if use of the university fueling station is not feasible, or the vehicle is to be used off campus or on extended trips.</li> <li>20. Complete a commercial gasoline fleet card application as needed.</li> <li>21. Complete a Vehicle Ownership Transfer form or State Vehicle Disposal form; and return all fuel cards, commercial gasoline fleet cards, state license plates, and copies of the vehicle registration to TTM when transferring or disposing of a university-owned vehicle.</li> <li>22. Contact TTM prior to arranging vehicle return to lessor/donor at the end of the agreement.</li> <li>23. Remove the state license plates and return them to TTM with a letter of return that includes the name of the lessor/donor to whom vehicle was returned, date returned, and mileage at time of return.</li> <li>24. Report any change in fleet status to TTM when the change occurs.</li> <li>25. Complete and submit the Gift Vehicle Registration form to TTM prior to the time the vehicle is accepted.</li> <li>26. House all vehicles not authorized for take home use on university property when not in use.</li> <li>27. Only allow authorized passengers to ride in university vehicles. These may be faculty, staff, students, or guests of the university.</li> <li>28. Use commercial gasoline fleet cards only for university expenses (e.g., fuel, repairs).</li> </ol>
Unit Dean/VP or designee	<ol style="list-style-type: none"> <li>1. Enforce proper use of vehicles (only for authorized university business) assigned to the department.</li> <li>2. Ensure that vehicle drivers are licensed and registered with TTM for insurance coverage.</li> <li>3. Approve requests for commercial gasoline fleet cards.</li> <li>4. Approve vehicle acquisition.</li> <li>5. Obtain approval of the Office of Sponsored Programs property administration for transfer of vehicles acquired through the Research Foundation.</li> <li>6. Authorize in advance any take home use of a university vehicle for business travel.</li> <li>7. Approve golf cart use only for legitimate university business.</li> </ol>
Office of Business and Finance-Payroll Services	Tax employees on the annual lease value of vehicles for the percent of personal use identified or on the entire annual lease value if the employee does not submit documentation by November 5.
Purchasing department director or designee	Authorize the return of leased and gift-leased vehicles before the completion of the lease term.

**Resources**

University Policies and Rules

Purchasing policy, [busfin.osu.edu/sites/default/files/221\\_purchasing.pdf](https://busfin.osu.edu/sites/default/files/221_purchasing.pdf)

Tobacco Free Ohio State policy, [hr.osu.edu/public/documents/policy/policy720.pdf](https://hr.osu.edu/public/documents/policy/policy720.pdf)

Transportation and Parking Rules, [ap.osu.edu/sites/default/files/ttm\\_codified-rules.pdf](https://ap.osu.edu/sites/default/files/ttm_codified-rules.pdf)



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Travel policy, [busfin.osu.edu/sites/default/files/211\\_travel.pdf](http://busfin.osu.edu/sites/default/files/211_travel.pdf)

**Forms**

Fleet Services Forms are available at [ttm.osu.edu/fleet-services](http://ttm.osu.edu/fleet-services)

- Accident Involving a University Vehicle
- Commercial Gasoline Fleet Card Application
- Driver Registration
- Gift Vehicle Registration
- Mileage Log
- State Vehicle Disposal
- Under-speed Vehicle Request
- Vehicle Acquisition
- Vehicle Ownership Transfer
- Vehicle Personal Use Approval
- Vehicle Pre-Trip Inspection

**Other Forms**

- Equipment Ownership Transfer Form (AM0003), [research.osu.edu/files/AM0003DeptTrans\\_v1.pdf](http://research.osu.edu/files/AM0003DeptTrans_v1.pdf)
- University Mileage Certificate, [controller.osu.edu/forms/payroll/UniversityMileageCertificate.pdf](http://controller.osu.edu/forms/payroll/UniversityMileageCertificate.pdf)

**Contacts**

Subject	Office	Telephone	E-mail/URL
General policy questions, insurance, customer service, logos, vehicle acquisition, rental and repairs	Transportation and Traffic Management, Office of Administration and Planning	614-292-RIDE (7433); 614-292-6195 (vehicle repair and rental)	<a href="mailto:ttminfo@osu.edu">ttminfo@osu.edu</a> <a href="http://ttm.osu.edu/">ttm.osu.edu/</a>
Acquisition (standard and gift)	Transportation and Traffic Management, Office of Administration and Planning	614-247-7808	<a href="mailto:ttminfo@osu.edu">ttminfo@osu.edu</a> <a href="http://ttm.osu.edu/">ttm.osu.edu/</a>
Tax issues	Payroll Services, Office of Business and Finance	614-292-2311	<a href="mailto:BF-CTL-PR-Accounting@osu.edu">BF-CTL-PR-Accounting@osu.edu</a>
Vehicles acquired through the Research Foundation	Office of Sponsored Programs, Office of Research	614-292-6871	<a href="http://osp.osu.edu">osp.osu.edu</a>
Vehicles acquired through Wexner Medical Center	Wexner Medical Center Purchasing	614-293-2121	<a href="mailto:BF-PRSM-OSUPUR@osu.edu">BF-PRSM-OSUPUR@osu.edu</a>

**History**

- Issued: 12/01/1990
- Revised: 12/01/2005
- Edited: 10/01/2008
- Revised: 06/17/2019 Policy renamed to University Fleet (formerly Vehicle Acquisition and Use) and now incorporates 15 Passenger Vans, Vehicle Gift-In-Kind, and Vehicle Idling, which are being retired as stand-alone policies
- Edited: 07/26/2019 (definition added for gifted vehicles)