



BOISE STATE UNIVERSITY

University Policy 9040

University Vehicles

Effective Date

January 2015

Last Revision Date

April 02, 2024

Responsible Party

Transportation and Parking Services, (208) 426-7275

Scope and Audience

This policy applies to all University Fleet vehicles and all employees, including student employees, who drive any unit of the University Fleet while on Official University Business. Students and volunteers are not covered insureds under the State of Idaho Risk Management Program and may not drive any unit of the University Fleet.

This policy does not apply to employees who use vehicles controlled by Boise State University under the terms of a Car Share program or to the use of personal vehicles. The State of Idaho Risk Management Program does not cover the use of personal vehicles.

Additional Authority

- Idaho State Board of Examiners Policy No. 442-50, State Travel Policy and Procedures, Section F., Use of State Vehicles
- University Policy 7005 (Background Verifications)
- University Policy 7520 (Self-Disclosure of Criminal Proceedings)
- University Policy 9110 (Smoke and Tobacco-Free Campus)

- University Policy 12080 (Possession of Firearms/Weapons on University-Owned or -Controlled Premises)
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1. Policy Purpose

To provide procedures and guidance for the operation, acquisition, maintenance, and disposal of the University Fleet.

2. Policy Statement

Boise State University is committed to ensuring the safe and appropriate use of the University Fleet and providing employees, students, and volunteers with reliable, safe, economical, and clean modes of transportation. The University Fleet must only be operated for Official University Business by Authorized Drivers in the safest possible manner and in a way that projects a positive image of the University.

3. Definitions

3.1 Authorized Driver

The owner of a valid operator's license who is subject to an approved Driver's License Record Check and has completed any required training under section 9.

3.2 Driver's License Record (DLR) Check

The process of gathering and reviewing driver-related history from any jurisdiction. A DLR is also known as a Motor Vehicle Record "MVR" check.

3.3 Motor Pool

A collection of University Vehicles not assigned to a department and intended to provide vehicle access to Authorized Drivers for temporary or infrequent use.

3.4 Official University Business

An activity or support function that directly carries out Boise State's mission of instruction, research, and service through the following authorized purposes:

- University business for which travel expenses have been authorized (see University Policy 6180 – Travel for details); or

- Travel directly associated with instructional programs of the university, including field trips, grant program administration, and approved non-academic activities; or
- Professional meetings by University-authorized personnel or representatives, such as the Idaho State Board of Education, University-approved associations, and recognized student organizations; or
- Day-to-day use to support the work of the University.

3.5 Trailer and Tow-Behind Equipment

Any unit designed to be towed behind a vehicle for hauling equipment or materials and traveling on public roadways at speeds of 35 mph or more that is required to be licensed by the Idaho Transportation Department. Small (less than 6 feet in length), single-axle trailers towed behind ATVs, UTVs, or similar units are exempt from the requirements under this policy.

3.6 University Fleet

All motorized or electric vehicles and equipment, including vehicles and equipment not licensed for road use such as ATVs/UTVs, golf carts, the Helmet Cart, and Trailer and Tow-Behind Equipment owned, leased, or otherwise under the control of the University.

4. Fleet Management Responsibilities

4.1 Acquisition

- a. The Fleet Manager is responsible for all University Fleet acquisitions. The Fleet Manager, or designee, is responsible for providing written certification that the vehicle has been inspected, certified, and added to Boise State's vehicle inventory.
- b. The Fleet Manager will consider the university's mission and purpose and acquire a unit of the University Fleet only when necessary to ensure the efficient use of all University Fleet units. The Fleet Manager is responsible for ensuring all University Fleet acquisitions meet the university's environmental and safety standards and fit within the university's sustainability goals.

4.2 Maintenance

The Fleet Manager is responsible for:

- a. Ensuring the proper management of the University Fleet and all University Fleet records to ensure safe and reliable transportation.

- b. Ensuring the University Fleet complies with all operational and safety requirements under federal, state, and local law.
- c. Removing any unit of the University Fleet from operation if repairs are necessary to satisfy minimum safety and liability requirements (all maintenance and repair costs may be charged back to the relevant department).
- d. Establishing and maintaining University fuel purchase protocols and controls.
- e. Ensuring all Trailers and Tow-Behind Equipment are certified as “safe” prior to use and receive an annual safety inspection.

4.3 Disposal

At some point, a vehicle costs more to maintain than the vehicle is worth. The Fleet Manager is responsible for:

- a. The development and maintenance of procedures for disposing, repurposing, and removing units of the University Fleet from service, and
- b. The enforcement of the Minimal Use Standard that requires all University Fleet vehicles to be driven at least 250 miles quarterly or 1,000 miles annually. The Fleet Manager must be contacted for exceptions to the Minimal Use Standard and potential options to keep a low-use vehicle on campus.

4.4 Insurance

The Fleet Manager is responsible for notifying the Office of Risk Management and Insurance of any vehicle acquisition or disposal to ensure accuracy of the vehicle insurance schedule.

5. Operation Guidelines

5.1 University Fleet

- a. The approving department, the Authorized Driver, and the Authorized Driver’s supervisor are responsible for ensuring the University Fleet vehicle and/or equipment is used only for Official University Business. Individuals requesting to reserve a vehicle from the Motor Pool must complete the [Motor Pool Reservations Form](#).
- b. Employees must not use long-term airport parking for University Fleet vehicles.

- c. University Fleet vehicles are prohibited from accessing Pedestrian Priority Zones under University Policy 12170 (Pedestrians and Bicycles, Skateboards, and Other Personal Conveyance Vehicles), except for emergencies or as reasonably required and scheduled in advance for Official University Business through University Event Services.
- d. University Fleet vehicles must be returned to the Motor Pool or the home department immediately after trip completion.

5.2 Authorized Driver

- a. Authorized Drivers must follow all traffic safety laws and maintain the highest safety standard when operating a University Fleet vehicle.
- b. Weapons and smoking are prohibited in University Fleet vehicles per University Policies 12080 (Possession of Firearms/Weapons on University-Owned or -Controlled Premises) and 9110 (Smoke and Tobacco-Free Campus).
- c. Authorized Drivers must report operator license suspensions or revocations to their supervisor and Human Resources and Workforce Strategy.
- d. Authorized Drivers required to operate a motorized and/or electric vehicle as an essential function of their position must report all traffic offenses or violations within three (3) University business days to their supervisor and Human Resources and Workforce Strategy.
- e. Hazardous material or waste must not be transported under any circumstance. If disposal or transport of hazardous material or waste is needed, the Office of Chemical and Lab Safety must be contacted.
- f. Service animals and approved research animals are allowed in University Vehicles provided the responsible owner or department takes proper precautions to ensure the safety and cleanliness of the vehicle. Emotional support animals are not allowed in University Vehicles unless approved as a reasonable accommodation under the ADA (See University Policy 7570 – Accommodating Disabilities in the Work Environment and University Policy 2080 - Access for Students with Disabilities).
- g. The Authorized Driver and/or department may be responsible for vehicle damages due to animals, employee negligence, intentional acts, passengers, etc.

- h. Authorized Drivers must ensure the assigned key remains on their person at all times. Authorized Drivers must place keys in a secured, designated area when not in use.

6. Authorized Driver Qualifications

- a. Before becoming an Authorized Driver, the driver must possess a valid driver's license and sign an [Auto-Driver's Expectations Form](#). Authorized Drivers may be subject to follow-up DLR/MVR checks based on the type of University Fleet usage.
- b. If living in Idaho as a permanent resident, an Idaho driver's license must be obtained within 90 days of moving to the state in accordance with Idaho law.
- c. An individual must be at least eighteen (18) years of age to operate a standard vehicle not requiring special licensing (sedans, pickups, golf carts, etc.).
- d. Complete any required training prior to operation of a University-owned or -leased vehicle (see section 8.).

7. Authorized Driver Disqualifications

Authorized Drivers are banned from operating any unit of the University Fleet if the Authorized Driver:

- a. Does not have a valid driver's license; or
- b. Becomes disqualified pursuant to University Policy 7005 (Background Verifications) and/or University Policy 7520 (Self-Disclosure of Criminal Proceedings) if the Authorized Driver is required to operate a unit of the University Fleet as an essential function of the position, and the Authorized Driver fails to report a traffic offense or violation to their supervisor and Human Resources and Workforce Strategy with three (3) University business days.

8. Driver Training and Vehicle Requirements

Employees are responsible for completing any required training to become an Authorized Driver by contacting Environmental Health and Safety in Facilities, Operations and Maintenance, for training requirements.

8.1 Multi-Passenger (8 or more) Vans

- a. The University does not permit using fifteen (15)-passenger vans and will not rent, acquire, or maintain them under any circumstance. In place of fifteen (15) passenger vans, departments and individuals may use twelve (12) passenger vans.
- b. Authorized Drivers must be at least twenty-one (21) years of age and must have completed appropriate van training offered through Environmental Health and Safety in Facilities, Operations and Maintenance to operate a twelve (12)-seat passenger van. This includes passenger vans that can be configured for eight (8) and ten (10) passengers, which present the same hazards as a twelve (12)-seat passenger van.
- c. Twelve (12)-seat passenger vans may be reserved through the Motor Pool. When twelve (12)-seat passenger vans are not available on campus, the Motor Pool is available to help departments or drivers rent twelve (12)-seat passenger vans with the highest safety standards.

8.2 Trailers and Tow-Behind Equipment

- a. Authorized drivers must be at least twenty-one (21) years of age and must have completed online and “hands-on” training through Environmental Health and Safety in Facilities, Operations and Maintenance, to pull Trailers and Tow-Behind Equipment. Authorized drivers must be certified annually by completing an online training module.
- b. Trailers over six (6) feet in length require driver certification.

9. Incident and Accident Reporting

- a. If any unit of the University Fleet is involved in an accident, the Authorized Driver should refer to the State of Idaho Accident Report Guide, the proof of insurance card, and the Citizens Claim form located in the front passenger compartment area.
- b. The Authorized Driver must report the accident to Fleet Management. Fleet Management will ensure the accident is reported to the Office of Risk Management and Insurance. If the vehicle is drivable, it must be taken to Fleet Management for evaluation, photos, and accident estimate procedures within forty-eight (48) hours of the accident. A labor charge may be assessed.

- c. Upon evaluating an incident or accident, the Office of Risk Management and Insurance will notify the employee, the employee's supervisor, and the appropriate department of any required training and/or recommended suspension of Authorized Driver Status.

10. Forms

Auto-Driver's Expectations Form

<https://www.boisestate.edu/rmi/forms-listing/>

Motor Pool Reservations Form

<https://www.boisestate.edu/publicsafety-transportation/university-vehicle-services/motor-pool-services/motor-pool-reservations-form/>

11. Related Information

Educational Access Center

<https://www.boisestate.edu/eac/>

Environmental Health, Safety and Sustainability

<https://www.boisestate.edu/operations/ehss/>

Pedestrian Priority Zones

<https://maps.boisestate.edu/?id=715#!ce/20559?sbc/?ct/21174,8947,27529,27531>

University Event Services

<https://www.boisestate.edu/studentunion/student-union-events/>

University Policy 6180 (Travel)

University Policy 7570 (Accommodating Disabilities in the Work Environment)

University Policy 12170 (Pedestrians and Bicycles, Skateboards, and other Personal Conveyance Vehicles)

University Policy 12180 (Speed Limit on Campus)

Revision History

January 2018; March 2020; November 06, 2020; April 04, 2024