

WORK CONDITIONS AND HOURS

USE OF EQUIPMENT AND VEHICLES

General Policy

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using University-provided property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify your immediate supervisor if any equipment, machine, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of University equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, including discharge.

Drivers

All employees operating a motor vehicle must possess a valid driver's license.

All driving of University equipment or vehicles shall be limited to driving done within the scope of the driver's employment/authority. All drivers will wear their safety belts. All drivers shall obey the traffic laws. Only employees of the University shall drive a University Vehicle. The operation of a vehicle while under the influence of alcoholic beverages or narcotics is strictly prohibited. Any driver involved in two work related vehicle accidents in one 12 month period or three accidents in a 36 month period will be required to take a driver improvement course.

Passengers

In general, non-employees of the University may not ride in University vehicles. If a University employee is driving a University vehicle a non-employee may ride in the vehicle if the non-employee is doing so in an official capacity, examples include but are not limited to:

Students riding as a part of a University activity.

Spouse of employee is attending a function in which the spouse is generally expected to attend. A non-employee is accompanying an employee to a meeting in which the non-employee is an invited guest or participant.

A city official is riding with an employee in a University sponsored parade.

Note: No unauthorized individual shall ride as a passenger in a University vehicle. Any authorized passengers are to wear their safety belts.