

TITLE: University Vehicle Operation

AUTHOR: Vice President for Administration and Finance

EFFECTIVE: November, 1984

PURPOSE: To establish guidelines for the operation of university vehicles.

REVIEWER: Vice President for Administration and Finance

OPERATING DETAILS:

1. Chapters 25-1-79 through 25-1-91 of the Mississippi Code 1972 annotated and supplements thereto contain the authority and parameters for the use of state-owned vehicles. It is noted that the referenced vehicles shall be used for official business only.
2. Vehicles which are designated for use in transporting students may be reserved through the office of Property Control (396). Specific and detailed instructions for the functional user of the assigned vehicle will be provided for prior to every trip.
3. The vehicles which are used primarily in off-campus transportation are insured, but with certain limitations. Liability insurance is carried which provides for payment in the event of property damage to "other" property and bodily injury to "other" people. Uninsured motorist insurance is carried as well as medical payments of \$5,000 per person per accident. There is no collision or comprehensive type insurance carried; therefore, should the university vehicle suffer damage there is no insurance to cover payment of repair.
4. Insurance coverage for all other university assigned vehicles is limited to liability type coverage only (\$25,000 per vehicle, per accident) which provides only for payment for damage to "other" property and injury to "other" people. There is no insurance coverage for damage repair to university vehicles.
5. The exposure to the probability of accidental damage to university vehicles and the recognition of the lack of insurance coverage for damage repair should be given full consideration by all employees concerned with vehicle operation. As the transportation budget does not provide funding for damage repair, the burden of this cost, where negligence is involved, must then fall to the organization which requested use of the vehicle or to which the vehicle is permanently assigned.

6. Vehicle operators must have valid drivers license, should be capable of driving the type of vehicle assigned and are encouraged to have valid private vehicle insurance and a rider to that insurance to cover operating university vehicles.