

## Operation of Vehicles

- Authority** This Guide Memo was approved by the Vice President for Business Affairs & Chief Financial Officer.
- Applicability** This policy applies to faculty, staff, or representatives of the University, or other persons who have been given permission to drive a University-owned vehicle or who have been authorized to use a personal automobile for official University purposes. All parties covered by this policy must comply with and follow all requirements as covered by the California Vehicle Code, including other applicable regulations. Fines or penalties for infractions of the law by a driver of a University vehicle are the personal responsibility of the driver for which the University will assume no obligation.
- Summary** This Guide Memo outlines policy on operation of University vehicles. Section headings are:
1. AUTHORIZED USE OF UNIVERSITY VEHICLES
  2. ACCIDENTS INVOLVING UNIVERSITY VEHICLES
  3. OPERATION OF PERSONAL AUTOMOBILES ON UNIVERSITY BUSINESS

### 1. AUTHORIZED USE OF UNIVERSITY VEHICLES

- a. **Policy** – University-owned vehicles may be used only in connection with official University activities. University vehicles may be driven only by licensed drivers who are faculty, staff, or representatives of the University, or other persons who have been given permission.
- b. **Authorizing the Use of University Vehicles** – Departments having University vehicles assigned to them are responsible for their assignment and use, except that University vehicles may not be taken home at night or used on overnight trips without the specific approval of the department chairperson or his or her designee.
- c. **Gas and Oil** – Gas and oil for University vehicles are to be obtained, whenever possible, at the University's service station on Bonair Siding near the Facilities Operations Department. If a University vehicle is taken on an extended business trip, gasoline credit cards are issued upon the authorization of the Director of Facilities Operations.
- d. **Repair and Maintenance** – University vehicles in need of any type of repair work are to be taken to the University's Facilities Operations garage unless the department has received approval from the Fleet Garage Supervisor to use another service provider. Periodic preventive maintenance is scheduled for all University vehicles, and departments are notified in writing of maintenance appointments.

### 2. ACCIDENTS INVOLVING UNIVERSITY VEHICLES

- a. **Accidents on Campus** – If anyone driving a University vehicle is involved in an accident on Stanford property, a report must be made immediately to the Stanford Police. A police officer will obtain all the required information at the scene of the accident and later, if necessary.
- b. **Accidents off Campus** – If a University vehicle is involved in an accident off Stanford property, the report of the accident must be made at once to the local police, highway patrol, county sheriff, or other appropriate jurisdictional division in accordance with the law. The driver of a University vehicle should not jeopardize the University's position in regard to its insurance by admitting fault or liability, nor should any reimbursement be offered or made.
- c. **Accident Reports** – At the time of the accident the driver is to make notes of the following information and give to the Risk Management Office at Stanford:
  - (1) Nature and extent of the accidental damage to other property or vehicles.
  - (2) Name and address of both the legal owner and the driver of the other vehicle.
  - (3) License number, make, and model of the other vehicle.

- (4) Time, place, and date of the accident.
- (5) Names and addresses of anyone injured, and the nature of their injuries.
- (6) Names and addresses of any witnesses.

- d. **Medical Costs** – Faculty and staff who have been authorized to use University vehicles for official purposes are eligible for Worker's Compensation benefits, including costs of medical treatment, hospitalization, and partial compensation for time lost from work. (See also Guide Memos 22.6, Sick Leave and Other Paid Disability Leave, [http://adminguide.stanford.edu/22\\_6.pdf](http://adminguide.stanford.edu/22_6.pdf), and 27.7, Disability Benefit Plans, [http://adminguide.stanford.edu/27\\_7.pdf](http://adminguide.stanford.edu/27_7.pdf).)
- e. **Insurance** – Stanford's liability insurance provides protection to all Stanford employees and any other person who is given permission to drive University-owned vehicles or government-owned vehicles assigned to the University. Stanford self-insures for collision, fire, theft and liability; however, each department must assume the first \$1,000 of costs.
- f. **Rented Vehicles** – The use of rented vehicles in connection with an official University activity is subject to the same procedures that apply to University vehicles if there is an accident, except that:
  - (1) The rental agency's insurance must first be used before Stanford's insurance becomes applicable. (See also Guide Memo 36.7, Travel Expenses, [http://adminguide.stanford.edu/36\\_7.pdf](http://adminguide.stanford.edu/36_7.pdf).)
  - (2) Departments are not required to pay any costs for loss or damage to rented vehicles or for liability.

### 3. OPERATION OF PERSONAL AUTOMOBILES ON UNIVERSITY BUSINESS

- a. **Authorized Use** – The department chairperson or designee must approve the use of personal automobiles for official University purposes if a mileage allowance is to be paid or if, in case of an accident, business travel accidental death insurance and Worker's Compensation benefits are claimed under coverage provided by the University. It is the responsibility of the department chairperson or designee to determine that each driver who is authorized to drive has a valid driver's license and personal automobile liability insurance.
- b. **Accidents** – A person who has been authorized to use a personal automobile for official University purposes must follow the same procedures for the initial police report of an accident that apply to drivers of University vehicles (see above). The driver must obtain all the required information, and notify the department chairperson or designee and the Risk Management Office as soon as possible.
- c. **Medical Costs** – If it is established that the driver was employed in an official University activity when the accident occurred, the driver is eligible for Worker's Compensation benefits. (See Guide Memos 22.6, Sick Leave and Other Paid Disability Leave, [http://adminguide.stanford.edu/22\\_6.pdf](http://adminguide.stanford.edu/22_6.pdf), and 27.7, Disability Benefit Plans, [http://adminguide.stanford.edu/27\\_7.pdf](http://adminguide.stanford.edu/27_7.pdf).)
- d. **Insurance** – Stanford's liability insurance policy provides excess liability insurance protection to employees while they are using their own vehicles on University business, subject to the following provisions:
  - (1) The employee's insurance is primary and will be applicable before the University's insurance will defend or pay any claim.
  - (2) In any event, the employee must have insurance for at least bodily injury coverage of \$100,000 per person, \$300,000 per accident, and \$100,000 property damage or \$300,000 combined single limit.

Stanford does not provide any insurance protection for fire, theft, collision, or other loss or damage to employees' vehicles. The employee's department should pay the deductible for damage to an employee's vehicle used on authorized University business. If employees frequently use their vehicles on University business, they should consult with their insurance agent or broker.