

Mid-Atlantic Christian University Finance Policy #07

SUBJECT: Use of University Vehicles

DATE: November 2, 1993

REVISED: 04/13/2011; 3/31/2013; 2/27/2015

REVIEWED: April 2020

NEXT SCHEDULED REVIEW: Odd numbered years in February

APPROVED BY BOARD OF TRUSTEES: October 18, 2013

Policy for: Mid-Atlantic Christian University Faculty and Staff

Procedure for: Mid-Atlantic Christian University Faculty and Staff

Authorized by: Vice President for Finance

Issued by: Board of Trustees

I. Purpose

It is imperative that University vehicles are available for the University to conduct its business and to promote the mission of the University. Therefore, it is also requisite to have policies and procedures in place to ensure the appropriate prioritization of University vehicles and to make necessary guidelines to extend the life of University vehicles.

II. Policy

Mid-Atlantic Christian University (“University”) vehicles are for official university use. Staff and faculty members (“Employees”) may use University vehicles for personal business under certain conditions. Use of University vehicles requires appropriate licensing and insurance.

III. Procedure

University vans:

1. First priority on use of vehicles is for University business.
2. Vehicles may be used in other ways as to promote the University (e.g. field trips by professors, official sports trips, and other events relating to the University.)
3. Vehicles are not available for use by individual students or non-school sponsored student groups.

Rental of University vehicles:

University Employees may rent the vehicles for special occasions with the following stipulations:

1. Local use--within Elizabeth City--no charge.
2. In case of an accident, Employees who use or rent a University vehicle will be responsible for paying the deductible amount stated in the insurance policy.
3. An employee of the University will pay any vehicle repairs necessitated by negligence by the employee.
4. Use is restricted to University Employees. Someone else may drive the vehicle, but only if he/she is working for the employee. Regardless, the University employee is the responsible party.
5. The University is responsible for filling the University vehicle with gas before rental.
6. The Renter is responsible for filling the University vehicle with gas immediately before return.
7. Before returning a University vehicle, the renter must clean the vehicle.

Rental Charges and Payment

- Bus, .60 cents per mile
- All other vehicles .30 cents per mile
- Rental charges are in addition to gas
- The renter must provide proof of insurance and valid driver's license to the Finance Office before renting a University vehicle
- Payment is due upon vehicle return

IV. Published: Policy Website

V. Reason for Revision

VI. Appendices