SoLS Policy on Motor Vehicles

**General Policy:** The general policy of the School of Life Sciences shall be to own as few motor vehicles as possible in order to minimize the time and expense required for their maintenance and/or repair, as well as to minimize liability.

The School’s existing fleet for general use consists of two golf carts that are maintained at School’s expense: one for transport of people and one for the transport of goods. No highway-capable, common use vehicles are or shall be owned by the School. Instead, the School encourages the use of rental vehicles by its employees, students and affiliates, when the need arises to use highway-capable motor vehicles, in the conduct of School-related business, be it for field research, course field trips, or education/outreach activities.

Vehicles can be rented from ASU-authorized vendors (currently Enterprise and Hertz), after filing an appropriate travel authorization, and a Rental car request form. Cash advances can be requested with the travel authorization. Current procedural details can be obtained from the Business Office. Drivers must have attended ASU’s Defensive Driving Course.

**Exceptions:** Exceptions to this general policy to purchase dedicated vehicles are available to faculty only, and may be granted for the benefit of particular operations, typically in support of a research portfolio or extramurally funded research. Exceptions can be granted only after review of each case’s circumstances.

**Procedure for seeking an exception:** A faculty member seeking an exception must place a formal request with the Dean, detailing the benefits of ownership vs. “ad hoc” rental. The standing Facilities Committee will review the request and make a recommendation to the Dean, who will have the final decision on whether to grant the exception.

**Conditions of exceptions:**

1) Should permission to purchase and maintain a motor vehicle (e.g., a cart, car, truck, boat, aircraft, or other motor vehicle) be granted, ownership of that vehicle shall lie with the State of Arizona, as administered by the School of Life Sciences. The School shall in no case assume any financial responsibility for the vehicle’s regular upkeep, repair, or replacement. However, as state property, the vehicle will automatically be covered by the state’s insurance policy.

2) The faculty member receiving the exception shall guarantee in writing the assumption of responsibility to pay for all required fees including registration, parking fees, and citations, and for all costs related to upkeep and repair of the vehicle.

3) The faculty member shall guarantee in writing that the vehicle will be maintained in good condition. This includes arranging for all scheduled
maintenance recommended by the manufacturer, plus at least one general check up per calendar year, to maintain the car in a fully functional state. It also includes ensuring that emission inspections are conducted as required by Arizona state law. The faculty member will also be responsible for having the vehicle washed and cleaned as needed.

4) The faculty member shall guarantee in writing that she or he takes full responsibility for ensuring adherence to the University’s vehicle policies, as outlined in FAC 204: “Fleet Service/University Vehicle Policy,” EHS 119: “Motor Fleet Safety” or the most current relevant policy on University-owned vehicles

5) The faculty member shall agree in writing that the vehicle will be used exclusively for University business and will be driven only by authorized personnel, and in a responsible manner.

6) The faculty member will agree that, in the event of damage to the vehicle, he or she will be responsible for filing an insurance report, as outlined in EHS 705-02: “Vehicle Loss Insurance Recovery” or the most current relevant University policy.

7) The faculty member shall agree in writing to keep records of all maintenance and repairs, and to submit them to the Facilities office upon request. The Business office will only provide administrative support with parking permit coordination.

Failure to fulfill or to demonstrate fulfillment of the requirements above, shall constitute sufficient grounds for termination of the exception. The vehicle will then be relinquished to the School for auctioning or other forms of disposal.

Additional recommendations:

1) It is recommended that the responsible faculty member keep a user log-book in the vehicle. It should include entries for trip, purpose, mileage, driver and date(s) used.

2) Driving behavior or activities conducted by vehicle operators in a State-owned vehicle that reflect negatively on the School, or ASU, State of Arizona, and/or which give the appearance of misuse should be avoided. Examples are parking in unauthorized zones on campus, in front of or close to ‘establishments’ of dubious reputation, or reckless driving.

3) Each vehicle should carry a first aid kit to be used in the case of emergency. Additionally, drivers should consult SoLS and ASU field-trip safety recommendation materials for use during long trips or in remote areas.

Additional relevant ASU documents:

FAC 204, EHS 119, EHS705-02 EHS705-06, PDP 207-02, SoLS Field Researcher’s manual-2010