

Misuse of University Vehicles

The following conditions are considered to be a misuse of University vehicles:

- Driving a University vehicle without authorization.
- Driving without valid *California* operator's license of the appropriate class for the type vehicle being driven.
- Permitting a person not defined as a University employee to drive a University vehicle.
- Noncompliance with traffic/motor vehicle laws and regulations.
- Unsafe practices, including failure to use and ensure that all passengers use all available safety equipment in the vehicle being operated. Safety equipment includes seat belts and/or shoulder harnesses.
- Falsification of travel logs, travel authorizations, defensive driver training program certificates, accident reports, or other forms relative to the use of the vehicle.
- Improper storage or parking of University vehicle.
- Personal use or allowing passengers other than persons directly involved with official University or state business, except with the approval of employee's immediate supervisor for each trip.
- Failure to comply with any law, regulation, or policy associated with the use of University vehicles.
- Transporting animals in a university vehicle. Exception: A Seeing Eye or service dog accompanying a passenger or a police canine unit.
- Picking up hitchhikers.

Employees misusing University vehicles are liable for the costs of misuse incurred by them or consented to by them to disciplinary action by the campus.