

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Fleet Vehicle Usage

NUMBER: 5:13

A. PURPOSE

To clarify when it is acceptable to utilize state fleet vehicles to support university business.

B. DEFINITIONS

- 1. Fleet and Travel Management:** The state entity that oversees the state fleet and is responsible for setting rules and guidelines that govern all state vehicles.
- 2. PEPL:** This is an acronym for the Public Entity Pool for Liability which provides tort liability coverage for state employees.
- 3. Risk Management Manual:** The current manual published by the Office of Risk Management that provides guidance on risk management services.

C. POLICY

Pursuant to the requirements referenced in SDCL 5-25-1.1, Fleet & Travel Management Policy and Procedures, and PEPL fund coverage as documented in the Risk Management Manual, the Board of Regents provides the following system-wide policy for the transportation of students and other non-state employees.

1. State Business

Use of state-owned fleet vehicles must be for the purpose of conducting state business. The business of recruiting students; conducting educational and extracurricular university activities, use for the effective and efficient use of personnel within the parameters of SDCL 5-25-1.1, and the recruitment of employees are all considered state business within the parameters defined in this policy.

1.1. Acceptable Use

The following uses of state-owned fleet vehicles are considered appropriate state business and are expressly allowed:

- The transportation is for a university-sponsored, structured, scheduled activity, where the travel is directly supported by university departments or recognized student organization activities;
- The transportation is in the recruitment process of a prospective student;
- The transportation is in the recruitment process of faculty or staff;

- The transportation is the initial transportation of new students, faculty, or staff to campus to begin their study or duties;
- The transportation is necessary to ensure compliance with university policies or regulations or state requirements, such as immunizations;
- The transportation is approved by the advisor of the student organization; or
- Family members may also be transported when directly related to student or employee recruitment activities.

1.2. Unacceptable Use

Use of fleet vehicles for personal or non-state business is not allowed. Therefore, providing transportation services to students, non-state employees, or employees for their convenience or personal reasons instead of state business is prohibited. Use of fleet vehicles for any purpose other than state business will result in denial of liability coverage under PEPL.

- 1.2.1. The judgement of whether the transportation is state business or personal business is not an individual decision, but one supported by department and university administration guidance.

2. Fleet Driver Training

All schools are to provide drivers with appropriate training on state and university policies regarding fleet vehicle use. Training should include current information and access to the State Fleet and Travel Management Policy Manual. Students operating fleet vehicles must complete and sign the Student Use Form.

FORMS / APPENDICES:

None

SOURCE:

BOR October 2017.