

STUDENT EMPLOYEES AND/OR GRADUATE ASSISTANTS USE OF FLEET AND/ OR MOTOR POOL RENTAL VEHICLES



General Information:

University Vehicles include all vehicles owned by West Chester University, as well as any vehicles rented or borrowed for University use. As such, all vehicles fall under the authority of the Vice President of Finance and Business.

Driving a University vehicle is a privilege conferred by the University at its own discretion, and only drivers authorized by the WCU Motor Pool and the Vice President of Finance and Business may drive University vehicles. No one else should drive the vehicle.

Failure to comply with any aspect of this policy could invalidate the University's insurance coverage and may have financial consequences. This may include the driver being held legally liable to pay for any damages suffered by the injured parties, including damages to vehicles or other property.

Required qualifications for Student Employees or Graduate Assistants to drive University Vehicles:

The sponsoring supervisor is responsible for ensuring that the student employee or graduate assistant meets all of the following criteria prior to requesting authorization:

- *Driver must possess a current valid driver's license.*
- *Be at least 21 years old.*
- *Drivers must be in a paid status by the University as a WCU student employee, part-time employee or Graduate Assistant. College Work Study appointee's are NOT eligible.*
- *The driving assignment is part of the student employee's or Graduate Assistant's normal University job duties.*
- *Drivers must be in a University paid status while operating any University Vehicle.*
- *Drivers must have received, reviewed and accepted all vehicle use policies and guidelines.*

Permitted and Prohibited Uses:

- Students (non-employee paid status) are not permitted to operate a University vehicle at any time.
- Students under the College Work Study program are not permitted to drive University Vehicles at any time.
- Use of University Vehicles by student groups or clubs is prohibited. Requests for vehicle use by clubs or student organizations funded by the Student Government Association should be addressed through the SSI Business Office.
- Use of University Vehicles for social activities are prohibited unless these activities are part of an official University Program.
- University Vehicles are to be used only for official University business.
- Trips must be scheduled in advance, submitted by the sponsoring department and approved per the attached authorization form.
- Requests to become an University authorized driver as a part-time student employee or graduate assistant must be initiated by the supervising sponsor and approved in advance by both the Divisional Vice President and the Vice President for Administration and Finance by completing the attached **Request for Authorization Form**.
- Requests to drive a 15-passenger van/box truck will require the completion of the driving certification process. Please see the 15- Passenger Van/Box Truck Policy or contact the Motor Pool Supervisor at x2434 for details.

REQUEST FOR AUTHORIZATION FORM



Part-Time Student Employee or Grad Assistant to Drive a University Vehicle

This form needs to be completed in addition to a **WCU Trip Sheet Form**

Date Prepared:

Type of University Vehicle (Fleet Vehicle or Motor Pool Rental):

WCU Fleet Vehicle #:

- car/minivan
 15 pass-van/
box truck

if applicable

Supervisor Name:

Office | Department Cost Center (employing student):

Student Employee or Graduate Assistant Name:

Signature

Date of Birth:

Driver License #:

State:

Date(s) student is requested to drive:

TO

Purpose of driving assignment (Assignment must be part of the student employee's normal job duties):

Signature / Endorsements (All Three Blocks are Required)

As the supervising sponsor, I confirm that this student employee or graduate assistant meets all of the following criteria:

- Possesses a current valid driver's license.
- Is at least 21 years of age.
- Is in a paid status of WCU student employee or graduate assistant (NOT a college work study appointee).
- The driving assignment listed above is part of this student employee's or graduate assistant's normal University job duties.
- Will be paid by the University while performing driving duties.
- Has received, reviewed and accepted all vehicle use policies and guidelines.

Supervising Sponsor

Title:

Printed Name:

Signature:

Date:

Divisional Vice President

Printed Name:

Signature:

Date:

Vice President for Finance and Administration Authorization:

Printed Name:

Signature:

Date: