

# University of Mississippi

## Department of Information Technology

### Student Employee Motor Vehicle Policy

*Effective : 01 September 2000*

- ' The Office of Information Technology operates 5 service vehicles. They are van numbers 8, 39, 141, 192, and 222.
- ' The IT service vehicles are provided as a service to assist us in our daily tasks. It is not a special benefit or privilege to use one of the service vehicles. University service vehicles should be used for official IT business only. You are never to make personal trips in one of the service vehicles.
- ' Students are allowed to operate the service vehicles on-campus ONLY. You should NEVER have an occasion to leave university property while operating a service vehicle. If there is a need to travel off-campus in one of the service vehicles you are to obtain permission from your supervisor first.
- ' Use extreme safety precautions while operating a university service vehicle. Obey all speed limits and traffic control devices. If you receive a traffic violation while operating a service vehicle, you will be subject to lose your service vehicle operating privileges.
- ' Each individual operating a university service vehicle should have a personal hang tag in the key box. If you do not have a hang tag, you may obtain one from your supervisor. Each time you operate a service vehicle, be sure to replace the vehicle key with your personal hang tag. The key box is located in Powers Hall Room 111 (behind Karen's desk). It is locked and your supervisor should have a key. Each time you operate a service vehicle, you should remember to check the gas. If a service vehicle needs gas, place the gas hang tag in the slot along with the vehicle key. This will ensure the next person to operate that particular service vehicle will know it needs gas and take the proper course of action to refuel the service vehicle. Please remember to report any problems with a service vehicle as soon as possible so those problems may be properly addressed.
- ' If you are involved in an accident while operating a service vehicle you should contact the University Police Department (915-7234) immediately and your supervisor as soon after as possible. Do not move any of the vehicles until the Police Department has finished the investigation. It is your responsibility to get names, addresses, and phone numbers of all parties involved and report this information to your supervisor.
- ' There is a **NO SMOKING** policy in effect while operating a University Service Vehicle. Please abide by this policy. You should park in legal parking spaces at all times around campus when possible, however there are exceptions. You should remember to clean up after yourself when you are finished using a service vehicle. Make sure you park the vehicle in the appropriate location near Baxter Hall.
- ' Make sure you have a copy of your Driver's License, Student ID, and signed Agreement on file with Johnny Price (Powers Hall Rm. 104 Ext. 5686).