

**3361:60-17-11**

**Vehicles: administrative guidelines.**

- (A) All university vehicles shall be used exclusively for official university business.
- (B) Vehicles for university business may be leased on a monthly, weekly, or daily basis from the department of transportation services.
- (C) All repairs or servicing of university vehicles (except in emergency situations) will be done at the university garage. Any vehicle modifications or sub-letting of repairs must have the prior authorization of transportation services.
- (D) All university vehicles must purchase gasoline at the university pumps unless involved in travel outside the Cincinnati area. (Emergency vehicles may have to make local credit card purchases on weekends when the university of Cincinnati pumps are closed.)
- (E) University credit cards should be used only for the vehicle to which they are assigned. Credit card purchases will be limited to gasoline, oil and emergency services when the vehicle is outside the Cincinnati area.
- (F) The university maintains a liability and comprehensive insurance policy on all vehicles. Any damages to university vehicles which are not covered by insurance (in addition to the deductible charge) will be billed to the department in possession of the vehicle at the time the damage occurs. Upon request, additional insurance coverage is available at departmental expense.
- (G) All university-owned vehicles (except unmarked police cars) will display state license plates. Exceptions to this policy must be justified in writing to the state registrar by the university president.
- (H) Vehicles purchased in the future will be of uniform color (white) and will be identified as university vehicles. Exceptions will be unmarked police cars and other approved by the president.
- (I) All services provided by the department of transportation services will be billed to the using departments and offices.

Effective: December 4, 1997

Certification: Virginia L. Steiner signature  
Virginia L. Steiner  
Executive Secretary and Clerk, Board of Trustees

Date: November 10, 1997

Promulgated under: R.C. Section 111.15

Rule amplifies: R.C. 3361.03;

R.C. 3361.04.

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