

# SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

## Policy Manual

**SUBJECT:** University Vehicle Usage

**NUMBER:** Policy 6-3 (formerly Policy VI-03)

**REVISED:** September 2022

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The State of South Dakota vehicle fleet located at the university is available for official university and State of South Dakota business.

1. State-owned/leased vehicles or aircrafts are to be used and occupied exclusively by authorized persons on official state business. State-owned vehicles are to be used for official state travel by state officers, employees, board and commission members, and authorized volunteers. The vehicles shall not be used for commuting to and from an employee's office and residence unless otherwise requested by the respective department administrator and approved by the State Fleet Manager. State employees using state-owned vehicles are not permitted to transport family, friends, non-state business commuters, or animals except for "service animals." Another exception is when there is a medical need for an employee to have an attendant and the travel is approved by the university to be within the scope and mission. A doctor's order must be supplied to the university for any non-emergency medical need.
2. University fleet vehicles are the property of the State of South Dakota and thus, are to be used for state business only per SDCL § 5-25-1. 1. All drivers must present a valid driver's license before keys will be issued.
3. State employees and volunteers are covered by the Public Entity Pool for Liability (PEPL) fund when driving state vehicles. If a state employee is using a rental vehicle, they do not need to purchase additional insurance as the PEPL fund will provide the coverage for the employee. If an employee or volunteer uses their own vehicle for work related travel, the employee or volunteer's insurance will be primary for the vehicle.
4. Students may use state vehicles for official university business. (Examples of official university business include: competitions, class field trips, team travel, conferences, and other activities in which the student is representing the University.) However, the student must either be an employee of the university or an official volunteer and using the vehicle within that capacity. Proof of employment or volunteer status must be provided prior to vehicle use per South Dakota School of Mines & Technology (South Dakota Mines) internal procedures.
5. Any damage to the state vehicle must be reported to the driver's agency risk management contact. This can be completed on the South Dakota Mines campus by contacting Public Safety at (605)394-6100. The proper procedure for reporting accidents is also available in each vehicle.

6. Personal motorcycles are not to be used by employees or volunteers for official state business.

**Revision History: Facilities Services, Revised September 2022; Facilities Services, Revised May 2017 – Supersedes all previous versions**

**BOR Policy/Committee References: Please refer to the South Dakota Fleet and Travel Management Policy and Procedure Handbook for current details.**