

R557, Motor Vehicles¹

R557-1 Purpose: To provide guidelines and oversight for the purchase, maintenance and use of vehicles.²

R557-2 References

- 2.1 Utah Code § 41-1a-407, Use of “EX” Plates by Political Subdivisions or State
- 2.2 Utah Code Title 63A, Chapter 9, Division of Fleet Operations and Administration of State Vehicles
- 2.3 Utah Code § 63G-6a, Utah Procurement Code
- 2.4 Board Policy R205, Presidential Appointment, Compensation and Benefits
- 2.5 Board Policy R555, Providing Facilities, Goods and Services in Competition with Private Enterprise
- 2.6 Board Policy R556, Transportation in Campus Vehicles
- 2.7 Board Policy R567-3, Internal Audit Program

R557-3 Definitions

- 3.1 **“Motor Pool Fleet”** The motor pool fleet is comprised of all vehicles owned or leased by the institution for daily and monthly use by departments and employees of the institution.
- 3.2 **“Vehicle Fleet”** The vehicle fleet is comprised of all licensed vehicles owned or leased by the institution, including the motor pool fleet.
- 3.3 **“Service Enterprises”** Service enterprises are operations within the institution established by the institution to provide services to departments and employees of the institution. Fees are set at a level adequate to support projected operating requirements without generating excess revenues.
- 3.4 **“Commute”** Commute means travel between an employee’s home and place of work more than five times per month. Commute includes travel to any work site closer to an employee’s home than the principal place of assignment.

¹ Adopted November 3, 1995; amended March 12, 1997, March 18, 2005, March 31, 2017, November 19, 2021, and July 14, 2022.

² Technical edits August 30, 2024.

3.5 “Employee” Employee means any person who is paid by the institution or is acting as an agent of the institution in a volunteer position or as a student.

3.6 “Incidental Personal Use” Use of a vehicle to obtain meals and lodging in connection with an authorized business trip.

R557-4 Policy

4.1 Ownership and Control of Vehicle Fleets: Each institution shall monitor and control its vehicle fleet. An institution with more than ten vehicles in its motor pool shall:

4.1.1 Employ professional management for its fleet;

4.1.2 Operate the motor pool fleet as a service enterprise;

4.1.3 Monitor, analyze, and evaluate the utilization of fleet vehicles to determine optimal fleet size;

4.1.4 Review the overall need for any potential vehicle purchase pursuant to subsection 4.1.3 and conduct a cost-benefit analysis for long-term lease versus vehicle purchase;

4.1.5 Comply with Utah Code section 63G-6 in the purchase of all vehicles; and

4.1.6 Evaluate the need for and cost of departmentally-owned vehicles versus vehicles included in the motor pool fleet.

4.2 Marking of Vehicles and “EX” Plates: In accordance with Utah Code section 63A-9-601, all vehicles in the fleet shall display an identification mark and have “EX” plates, unless exempted under that section or Utah Code section 41-1a-407.

4.3 Commute Policies: Commute privileges should be authorized only when beneficial to the institution. Institutions shall establish commute policies to provide:

4.3.1 Authorization criteria for the use of vehicles for commuting;

4.3.2 Disciplinary procedures and sanctions for unauthorized commuting; and

4.3.3 Accounting guidelines for maintaining proper records of the taxable benefit to the employee of commuting in an institutional vehicle.

4.4 Maintenance and Safe Use of Vehicles: Institutions shall establish policies governing the maintenance and safe use of the vehicle fleet. These policies shall provide:

4.4.1 For compliance with guidelines established by the Office of Risk Management in connection with providing vehicle insurance to the institution; and

4.4.2 For employee reporting of vehicles involved in accidents and traffic violations and for compliance with seat belt laws, alcohol and drug regulations and other traffic laws.

4.5 Use of Vehicles: Fleet vehicles shall only be used for official institutional business purposes, except when:

4.5.1 Personal use has been authorized for the President in compliance with Board policy;

4.5.2 Commute privileges have been authorized pursuant to subsection 4.3; or

4.5.3 Non-incidental personal use has been specifically authorized by the President and reported to the institutional Board of Trustees.

4.6 Vehicle Fleet Use Restricted by Board Policies: Institutions shall comply with Board policies relating to vehicle use in R555 and R556.

4.7 Annual Report: Institutions shall submit an annual vehicle fleet report to the Division of Fleet Operations. The report shall include:

4.7.1 The number of vehicles in the vehicle fleet, a description of each vehicle owned or leased (including license number, year, make, and model), and the person and administrative unit to whom each vehicle is assigned;

4.7.2 Other information requested by the Division of Fleet Operations in compliance with Utah Code section 63A-9-402; and

4.7.3 The number and names of employees with authorized commute privileges, authorized personal use privileges, and who drive unmarked vehicles.

4.8 Annual Motor Pool Report: The annual motor pool report shall be part of the regular budget process for institutions with more than ten vehicles in its motor pool and shall include:

4.8.1 Revenues and expenditures;

4.8.2 Rates and charges for vehicle use;

4.8.3 Vehicle utilization rates, and

4.8.4 Other pertinent information about the operations of motor pool fleet.

4.9 Oversight by Board of Trustees: The Board of Trustees of each institution shall review the institution's annual vehicle fleet reports and motor pool fleet reports and periodic internal audits prepared pursuant to subsections 4.7 and 4.8. The Board of Trustees shall monitor how the institution manages and uses vehicle fleets.