

UAR Number: 311.02
Title: MSU Student Motor Vehicle Operating Program
Originator: Office of Facilities Management
Initial Adoption: 09/16/1993
Revision Dates: 04/30/2010
Purpose: To establish a responsible standard protocol for the identification and authorization of student operators of University and/or Commonwealth of Kentucky vehicles

Procedural
References:

Scope (Who Is Covered By This UAR?): All faculty, staff and students

Description: **Responsibility**

The Office Facilities Management shall be responsible for the overall management/coordination of the program.

Purpose

To establish a responsible standard protocol for the identification and authorization of student operators of University and/or Commonwealth of Kentucky vehicles.

Applicability

All faculty, staff, and students.

Process

Student drivers must meet the following requirements:

1. Student must be at least 18 years of age and be an employee of the University to drive a sedan (required for insurance purposes). To drive a 10 passenger University van, a student must be 21 years of age and follow all guidelines for van certification.
2. Student must fill out the Student Motor Vehicle Operator Applications in the presence of faculty/staff member and attach a photocopy of a valid operator's license.
3. A department head and a financial aid officer (to verify the student is on the University payroll for insurance purposes) must sign the Student Motor Vehicle Operator Application. After the application is signed by a financial aid officer, it is forwarded to the MSU Police Department. The MSUPD checks the driving record and then

forwards the approved name to Facilities Management.

4. Student must complete the Vehicle User Agreement form online and submit to University Police for approval.
5. The MSUPD sends the completed Vehicle User Agreement to the Office of Facilities Management Motor Pool Center to finalize the process. A copy of the agreement will be sent to the requesting department when the approval process is complete.

Only students who complete the process defined in this UAR will be eligible to operate University or Commonwealth of Kentucky vehicles.

Approved by: Wayne D. Andrews, President Date: 8/17/2010