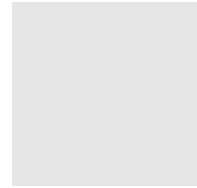


# STOCKTON UNIVERSITY



## PROCEDURE

Use of University- Owned Vehicles

Procedure Administrator: Vice President for Facilities and Operations

Authority: N.J.S.A. 18A:64-8

Effective Date: August 24, 1980; April 7, 1981; October 8, 2009; November 22, 2010; September 10, 2020; December 2, 2021

Index Cross-References: Procedure 6412 - Travel Procedure

Procedure File Number: 6830

Approved By: Dr. Harvey Kesselman, President

The University maintains a central pool of vehicles available for the use of University employees for official travel. The Division of Facilities and Operations is responsible for the operation of all University central pool vehicles. In limited cases, Divisional Executives may maintain responsibility for the scheduling of department-owned vehicles but must still adhere to these procedures outlined below.

### USE OF VEHICLES:

University-owned vehicles may be used for official travel, when available, if travel does not exceed 350 miles one way and 700 miles roundtrip. If trip mileage will exceed 350 miles one way and 700 miles round trip, then the Divisional Executive for the employee







For accidents that involve University and non-University vehicles, the local police must be called immediately. All

