

## ***Policies and Procedures***

<b>SECTION:</b> <b>Administration</b>	<b>NO.</b> <b>2.1.12.</b>		
<b>CHAPTER:</b> <b>General</b>	<b>ISSUED:</b> 6/6/91	<i>REV. A</i>	<i>REV. B</i>
<b>POLICY:</b> <b>Use of Personal Vehicles for University Business</b>	<i>PAGE 1 OF 1</i>		

### **PURPOSE**

Creighton's policy on employee use of personal vehicles for University business is designed to maximize convenience to faculty and staff, and to conduct University business as efficiently as possible, while protecting the individual employee and the University from undue liability in the event of accident.

### **POLICY**

Use of personal vehicles on University business is permitted.

State regulations require that insurance coverage for a vehicle must be retained by the vehicle owner. Initial insurance claims on the vehicle are always made to the owner's insurance policy. The University cannot be responsible for damage to an employee's vehicle while the vehicle is in use on University business. Since the employee must look to personal auto insurance coverage if an accident occurs, it is important that adequate limits of personal liability and physical damage coverage be maintained on your vehicle.

The University's auto liability insurance is excess over an employee's personal auto liability insurance for third party bodily injury and third party property damage claims that may arise.

### **SCOPE**

This policy applies to all University employees.

### **PROCEDURES**

All University business-related travel should be approved by the employee's supervisor in advance.

### **ADMINISTRATION AND INTERPRETATIONS**

The University's Human Resources Department, the Director of Human Resources, and the Purchasing Department, encompassing fleet management, will all be helpful in answering questions with regard to this policy.

### **AMENDMENTS OR TERMINATION OF THIS POLICY**

Creighton University reserves the right to modify, amend, or terminate this policy at any time.