

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 4:026	Supersedes Policy Number: 4:026
Date: October 14, 2005	Dated: August 1, 1986
Subject: Courtesy Vehicles	Mandatory Review Date: October 14, 2010
Initiating Authority: Director of Human Resources and Affirmative Action	TBR Policy/Guideline Reference:
Approved: President: signature on file	

General

From time to time the loan of a vehicle is offered to the University as a courtesy by local automobile dealers. It is the general policy of the University that such offers be accepted subject to the guidelines hereinafter stated.

1. Acquisition and Documentation

It is the responsibility of the Director of Human Resources and Affirmative Action to monitor dealer provided courtesy cars and to maintain a list of vehicles currently being provided.

Director of Human Resources and Affirmative Action will be responsible for maintaining a complete and current information record for each vehicle. **Attachment A** will be used for this purpose.

2. Responsibility and Utilization

The use of courtesy vehicles will be limited to the purposes designated by the dealer. In no instance is such a vehicle to be used for any purposes inconsistent with the best interests of the University, in terms of University policies, State and Governing Board regulations, and practices related to maintaining a favorable public image for the institution. Employees of the University will treat courtesy vehicles with meticulous care and in a manner intended to be pleasing to the dealer. University employees will be expected to be familiar with this provision and will so acknowledge in writing on **Attachment A**.

In instances when a courtesy vehicle is to be used by more than one employee, the individual to whom the vehicle is primarily assigned, i.e., Athletic Director, etc., will have the responsibility and authority to establish use priorities and schedules for the vehicle. If the vehicle has been designated for general University use, the

President will assign it to a particular department, to a particular individual, or to the motor pool. If the vehicle is assigned to the motor pool, scheduling will be the responsibility of the motor pool supervisor, consistent with his/her normal practices.

3. Expenses

The cost of licensing and insuring courtesy vehicles will be the responsibility of either the dealer or the individual to whom the vehicle is assigned, pursuant to the agreement reached by these parties.

The University will reimburse employees for gasoline and oil consumed in the conduct of official University business as indicated by odometer readings submitted on the [travel claim form](#). The reimbursement rate established for courtesy vehicles will be 40% of the standard mileage reimbursement rate per mile provided in [APSU Policy 4:016](#) rounded to the nearest cent. State gasoline may be used only in vehicles titled to the State or utilized in driver education courses.

All other expenses arising from the conduct of University business are reimbursable according to the provisions of the [APSU Policy 4:016](#) for travel.

AUSTIN PEAY STATE UNIVERSITY
COURTESY VEHICLES

Vendor _____

Make and Model of Vehicle _____

Year _____ Serial Number _____

Person Vehicle is Assigned to _____

Date Issued _____ Date Returned to Vendor _____

License Tag Number _____

AUSTIN PEAY STATE UNIVERSITY

COURTESY VEHICLE RESPONSIBILITY AGREEMENT

I understand and accept my responsibilities as stated in APSU Policy Number 4:026, Courtesy Vehicles, Section 3, Responsibility and Utilization. My use of a courtesy vehicle conforms to the remaining provisions of this policy.

Signature _____ Date _____