POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Paula Ellison, Associate Director Transportation Services
Policy Title & # (if applicable):	Vehicles Policy Number: IV.08.03
Submitted on Behalf Of:	Dave Reesor, Director Transportation Services
Responsible Executive Officer:	Jamie Moffitt, Sr VP for Finance&Admin/CFO

SELECT ONE: ☐ **New Policy** ☒ **Revision** ☐ **Repeal**

Click the box to select

HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT: ☒ **Yes** ☐ **No**

If yes, which attorney(s): Doug Park

GENERAL SUBJECT MATTER

Include the policy name and number of any existing policies associated with this concept.

RELATED STATUTES, REGULATIONS, POLICIES, ETC.

List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.

Safety and Risk Services: Driving on UO Business: https://safety.uoregon.edu/vehicle-use

BAO Travel: https://ba.uoregon.edu/travel/travel-resources

University of Police Policy Manual: https://police.uoregon.edu/sites/default/files/2025-05/policy-manual-2025.pdf

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STATEMENT OF NEED

What does this concept accomplish and why is it necessary?

The University of Oregon Vehicle Policy no longer reflects current operations following the renaming of the Mobile Equipment Shop to Fleet Services and the launch of the University-owned Motor Pool. The proposed revisions update the policy to clearly define responsibilities for Fleet Services and Motor Pool Services and to distinguish between general University-owned and Motor Pool vehicles.

The revisions clarify maintenance, inspection, and collision response procedures; establish authority for shops to use commercial repair facilities when needed; require unsafe vehicles to be removed from service; and mandate onboarding inspections for all new vehicles. An exception process is also added to support specialized operational needs, including those of the University of Oregon Police Department and the Department of Intercollegiate Athletics.

AFFECTED PARTIES

Who is impacted by this change, and how?
General UO audience, including all employees, students, and authorized volunteers of the university.

CONSULTED STAKEHOLDERS

Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.).)

Name	Office	Date
Safety and Risk Services (Support)	Risk Management and Insurance	1/22/2026
Business Affairs Office (Pending)	Travel	
University of Oregon Police Department (Support)	Executive Staff	1/23/2026
Transportation Services (Support)	Motor Pool and Field Operations	1/14/2026
Housing (Support)	Director's Office	
Campus Planning and Facilities Mgmt. (Support)	Building Operations and Maintenance	2/6/2026
Athletics (Support)	Athletics Administration	1/20/2026
Student Life (Support)	Leadership	1/16/2026

PROPOSED REVISIONS

Policy:

This Policy governs the use of vehicles when operated by University of Oregon employees, students, or volunteers in connection with university-business travel. Vehicles rented or otherwise provided by the University of Oregon Motor Pool to external public or governmental agencies for their official business are governed by applicable agreements and Motor Pool procedures and are not subject to this Policy.

A. Definitions Subject to Vehicle Policy
(1) "Employees" mean those personnel on the University of Oregon payroll and temporary personnel.
(2) "Student" means a person currently enrolled/registered at the University of Oregon.
(3) "Volunteer" means a person appointed to perform official University duties as a public service without remuneration.
(4) "University Entity" refers to groups (including colleges, schools, departments, and other university organizational units, recognized faculty groups, recognized student groups, academic student groups, and self-defined groups of three or more members of the Statutory Faculty conducting university business.
(5) "Vehicle" means cars, vans, motorcycles, trucks, golf carts, utility vehicles, buses, and construction vehicles such as forklifts, skid loaders, and tractors;
(6) "State-Owned Vehicle" means a vehicle owned by or registered in the name of the State of Oregon, the University, or any of its departments;
(7) "Hired Vehicle" means a vehicle that is leased, hired, or rented by the state, the Board, the University, or any of its departments. This definition excludes private vehicles;
(8) "Private Vehicle" means a vehicle that is not a "state-owned vehicle" or a "hired vehicle" that is privately owned, loaned, or borrowed by employees, students, or others participating in University activities and used for university business travel;
(9) "University-Business Travel" means any activity for which all or part of the expenses may be reimbursed by any unit, department, or program of the University, or any travel conducted on behalf of, or by, a university entity.

B. Driver Qualifications

(1) To drive any vehicle for university-business travel, a driver must be certified through the University of Oregon Driver Certification process prior to driving any vehicle for university-business travel.
(2) To drive a van for university-business travel, a driver must also complete the required van-training.
(3) To drive a private vehicle for university-business travel a driver must also:
(a) Carry liability, uninsured motorist, and personal injury protection insurance on the vehicle, as per state law; and,
(b) Comply with all university travel registration procedures.
(4) It is the responsibility of the driver to ensure all driver qualifications are met.

C. Vehicle Qualifications
(1) All vehicles operated for university-business travel must:
(a) Be in conformance with the vehicle specifications provided by the manufacturer's owner's manual, current state and federal regulations, and OSHA requirements; and
(b) Be equipped with tire chains or other approved traction devices, as required by law due to road conditions.
(2) It is the driver's responsibility to ensure the vehicle they are operating for university-business travel meets vehicle qualifications.

D. Vehicular Usage
(1) Drivers operating any vehicle used for university-business travel must act in accordance with all applicable laws, state regulations, and University of Oregon policies and procedures.
(2) No state-owned or hired vehicle shall be used to transport University of Oregon students, employees, or volunteers when that use is not directly related to university-business travel.
(3) At least two certified drivers are required anytime a vehicle is used for university-business travel and traveling more than 300 miles before reaching the planned destination.
(4) Sponsoring university entities may internally establish criteria related to itineraries and/or travel time restrictions.

E. Accidents and Emergencies
(1) Drivers involved in an accident while driving any vehicle for university-business travel must follow all University of Oregon vehicle accident, injury reporting, and vehicle claims procedures.
(2) The University designates the University of Oregon's Chief of Police or the Chief's designee as the appropriate person to notify relatives of persons injured in an accident which occurs during university-business travel.
(3) Vehicle Accidents that occur while conducting university-business travel are reviewed by the University of Oregon's Accident Review Board.
(a) Drivers involved in accidents may be required to complete a driver training course or other actions as recommended by the Accident Review Board; and
(b) A summary of all accidents is provided annually to the Vice President for Safety and Risk Services.

F. Vehicle Maintenance and Repair
(1) (1) Maintenance and Repair
(a) University s~~S~~tate-owned vehicles shall be sent to the University of Oregon Fleet Services shop for preventative maintenance, inspections, routine maintenance, and repair. ~~Mobile Equipment Shop or other qualified commercial repair shop for regular and annual inspections.~~
(b) Motor Pool state-owned vehicles shall be sent to the Motor Pool services shop for preventative maintenance, inspections, routine maintenance, and repair.
(2) Collision Repair
(a) Any university state-owned vehicle involved in a collision shall be taken to the University of Oregon Fleet Services ~~Mobile Equipment S~~shop ~~or other qualified commercial repair shop~~ for inspection within 24 hours, or as soon as possible, of such incident.
(b) Motor Pool state-owned vehicles involved in a collision shall be taken to the Motor Pool Service Shop as soon as possible within the rental period.
(3) Maintenance or repairs of university state-owned vehicles required to be performed by an external entity shall be coordinated through the Fleet Services shop.

(4) All state-owned vehicles entering the University system, including purchased, donated, or loaned vehicles, shall undergo an onboarding inspection by the University of Oregon service shop responsible for the vehicle.
(5) University state-owned vehicles deemed unsafe to operate by a University of Oregon service shop due to mechanical or structural deficiencies or critical manufacturer recalls shall be removed from service until deficiencies have been corrected.
(6~~2~~) Inspections of state-owned vehicles shall ensure conformance with the vehicle specifications provided by the manufacturer's owner's manual, current state and federal regulations, and OSHA requirements.
(7~~4~~) All costs for maintenance, repairs and inspections of university state-owned vehicles, including periodic and annual inspections, shall be borne by the Department having jurisdiction over the vehicle.
(8) Exclusions and Special Situations
(a) Sections 1-4 do not apply to university state-owned vehicles operated by the Department of Athletics or the University of Oregon Police Department.
(b) Upon consideration of documented extenuating circumstances, exceptions to Sections 1-4 may be granted by Fleet Services.

Reason for Policy

This policy outlines requirements and limitations pertaining to operations of state-owned, hired, and borrowed vehicles including driver qualifications, driver certification, vehicle qualifications, vehicular usage and travel, vehicle accidents and emergencies, and vehicle maintenance and repair.

Entities Affected by this Policy

General UO audience, including all employees, students, and authorized volunteers of the university.

Web Site Address for this Policy

[Provided by Office of the University Secretary after policy is posted online]

Responsible Office

For questions about this policy, please contact the Office of Transportation Services: 541-346-5444, transportation@uoregon.edu

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Enactment & Revision History

- July 6, 2023 Technical change to update the responsible department in Section E (3)(b) applied by the University Secretary.
- May 21, 2018 New policy enacted by the university president. This policy consolidates and revises four prior policies (08.00.01, 08.00.03, 571.0101.0100-0140, and 580.040.0025-0030).

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(8) "Private Vehicle" means a vehicle that is not a "state-owned vehicle" or a "hired vehicle" that is privately owned, loaned, or borrowed by employees, students, or others participating in University activities and used for university business travel;

(9) "University-Business Travel" means any activity for which all or part of the expenses may be reimbursed by any unit, department, or program of the University, or any travel conducted on behalf of, or by, a university entity.

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C. Vehicle Qualifications

(1) Any vehicles operated for university-business travel must:

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(b) Be equipped with tire chains or other approved traction devices, as required by law due to road conditions.

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(2) No state-owned or hired vehicle shall be used to transport University of Oregon students, employees, or volunteers when that use is not directly related to university-business travel.

(3) At least two certified drivers are required anytime a vehicle is used for university-business travel and traveling more than 300 miles before reaching the planned destination.

(4) Sponsoring university entities should internally establish criteria related to itineraries and/or travel time restrictions, including notification to a designated person of the general purpose of the travel and the destination.

E. Accidents and Emergencies

(1) Drivers involved in an accident while driving any vehicle for university-business travel must follow all University of Oregon vehicle accident, injury reporting, and vehicle claims procedures.

(2) The University designates the University of Oregon's Chief of Police or the Chief's designee as the appropriate person to notify relatives of persons injured in an accident which occurs during university-business travel.

(3) Vehicle Accidents that occur while conducting university-business travel are reviewed by the University of Oregon's Accident Review Board.

(a) Drivers involved in accidents may be required to complete a driver training course or other actions as recommended by the Accident Review Board; and

(b) A summary of all accidents is provided annually to the Vice President for Safety and Risk Services.

F. Vehicle Maintenance and Repair

(1) Maintenance and Repair

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(b) Motor Pool state-owned vehicles shall be sent to the Motor Pool services shop for preventative maintenance, inspections, routine maintenance, and repair.

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Services Mobile Equipment shop or other qualified commercial repair shop for inspection within 24 hours, or as soon as possible, of such incident.

(b) Motor Pool state-owned vehicles involved in a collision shall be taken to the Motor Pool Service Shop as soon as possible within the rental period.

(3) Maintenance or repairs of university state-owned vehicles required to be performed by an external entity shall be coordinated through the Fleet Services shop.

(4) All state-owned vehicles entering the University system, including purchased, donated, or loaned vehicles, shall undergo an onboarding inspection by the University of Oregon service shop responsible for the vehicle.

(5) University state-owned vehicles deemed unsafe to operate by a University of Oregon service shop due to mechanical or structural deficiencies or critical manufacturer recalls shall be removed from service until deficiencies have been corrected.

(6) Inspections of state-owned vehicles shall ensure conformance with the vehicle specifications provided by the manufacturer's owner's manual, current state and federal regulations, and OSHA requirements.

(7) All costs for maintenance, repairs and inspections of university state-owned vehicles, including periodic and annual inspections, shall be borne by the Department having jurisdiction over the vehicle.

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(b) Upon consideration of documented extenuating circumstances, exceptions to Sections 1-4 may be granted by Fleet Services.

Related Resources

Safety & Risk Services Travel Registration - Request to use Personal Vehicle for University of Oregon Business,
https://safety.uoregon.edu/sites/default/files/2025-07/uo-personal-vehicle-use-request-form.pdf

BAO Travel Procedures,
https://ba.uoregon.edu/travel/air-car-lodging-meals/vehicles