

PERMANENT UNIVERSITY VEHICLE POLICY

Responsible Department: Operations

Responsible Administrator: Corey Ruff

Effective Date: 6/1/2015

Reviewed/Updated Date: 7/20/2026

Date of Scheduled Review: 7/1/2028

I. PURPOSE

Operations currently purchases and maintains vehicles (12 or 15 passenger vans) for short-term and long-term rental by departments.

II. SCOPE

This policy applies to departments who need the permanent checkout of a vehicle.

III. DEFINITIONS

Permanent checkout - pertains to a department who is provided a vehicle permanently checked out to them by Operations for the entirety of the school year.

IV. PROCEDURE

- A. Departments that need permanent vehicles will be charged an annual fee of \$6,000 per van (effective 8/1/2026, previously \$5,675) in June billed through journal entry to the departments worktag to cover the costs of registration, inspections, insurance, maintenance, and funding to assist in replacing the vehicle on a regular basis.
- B. Departments assigned a vehicle will be responsible for paying all fuel costs as needed from their own budgets. Operations will provide periodic maintenance and repairs as needed. This maintenance/repair charge is included in the annual cost.
- C. If a vehicle is damaged while checked out, the department will be responsible for paying all the damage repair charges.
- D. Operations determines the timing for vehicle replacement and will work with departments for any specifications. Any increased specification needed will incur an increased annual cost.
- E. If departments have a need for a new vehicle, they must fully fund the initial purchase including registration, insurance and first-year preventive maintenance cost. Operations will determine an annual charge beginning in the second year to keep it maintained and replaced on a regular basis.

V. COMPLIANCE

In order to protect ACU from unexpected vehicle liability, departments may not rent or purchase vehicles outside of this policy.

VI. MISCELLANEOUS

The associate vice president for Operations will work with departments to determine needs and compliance.