



## Policy and Procedures Manual

### Application: All Personnel

### Section A1.6: Automobile Use and Liability

#### A 1.6 COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE

The State of Oklahoma provides automobile liability coverage under the Governmental Tort Claims Act, effective October 1, 1985, subject to the limitations of that act, as determined by the State Office of Risk Management. All employees acting within the course and scope of his/her employment are covered at state expense. Further information is available from the State Office of Risk Management or the Employment Services Office.

Additional mandatory "driver and vehicle requirements for motor vehicle operations" are defined by and can be obtained from the State Office of Risk Management. Coverage is determined by and contingent upon compliance with these requirements.

##### A 1.6.1 USE OF UNIVERSITY EQUIPMENT

All University equipment, including vehicles, technological equipment, etc., is to be used for official business only. The department supervisor is responsible for equipment in the department and will designate the employees responsible for operating or using the equipment.

##### A 1.6.2 USE OF STATE VEHICLES AND PRIVATE AUTOMOBILES

Oklahoma statutes prohibit the use of state-owned vehicles for private purposes. Employees are expected to comply with all applicable laws, rules, and regulations while operating state-owned vehicles. It is the policy of the University that passengers shall not be transported in state vehicles unless they are on state business. When private vehicles are used for state business purposes, the University's liability insurance covers the employee. Passengers not on official business are not covered. The use of cell phones to text message or respond to e-mail is prohibited while operating a state-owned vehicle, while operating a private vehicle on state business, or while operating a vehicle while using state owned equipment.

According to Oklahoma statute, the use of state-owned vehicles to ride to and from an employee's place of residence, except in the performance of official duty, is expressly prohibited. Employees of the University cannot be assigned a University-owned vehicle for use on a permanent 24-hour basis unless an exception under the statute has been granted. Requests for an exception must be submitted in writing to the President of the University through his/her Department Supervisor and/or Vice President. For additional information, refer to section 1.6 of this handbook or call the Employment Services Office.

See Also Cell Phone Policy.