Personal Off Campus Use of University Tools And/Or Equipment and Vehicles

Tools and Equipment
The University auditors have advised that personal, off campus use of University tools and/or equipment violates University of Minnesota policy. If tools and/or equipment are to be used off campus for job related purposes, it is necessary for you to complete a “Request to Take Equipment Off Campus” form and forward it to the director for sign off.

To comply with this policy, employees are not permitted to use University tools and/or equipment off campus for personal use. This policy has been in effect since 12-15-92.

University Vehicles Displaying Decals and Tax Exempt License
These vehicles may:
- Only be used for authorized University business purposes.
- Only be driven by authorized drivers.

These vehicles may NOT:
- Be used for visits, sightseeing, side trips or commuting between the office and home. Drivers must use the most direct route in time and/or mileage when traveling.
- Be rented or used for personal travel, travel between the University and the temporary residence for visiting faculty or staff is considered personal travel.

When used at out-of-town conferences or meetings, these vehicles may be used for traveling reasonable distances to meals from lodgings or meetings.

University vehicles not in use must remain on campus in assigned parking spaces. Vehicles may be taken home overnight when authorized out-or-town meetings or early or late evening off-campus meetings are scheduled.

Authorized Drivers
Drivers must:
- Be employees of the University of Minnesota (and sponsored drivers) on official University business.
- Be at least 19 years of age and must possess a valid U.S. or Canadian drivers license.
- Avoid any act of impropriety when using University-identified vehicles or traveling on University business.
- Obey all state laws and federal regulations concerning driving practices and the use and operation of vehicles.
- Comply with the Vehicle Loss Control Program. Non-compliance may result in disciplinary action.

Drivers and passengers (only University personnel allowed) are required to wear safety belts, and are not allowed to smoke in vehicles.
All traffic offenses fines and penalties are the personal obligation of the driver. Fines for traffic or parking violations are not reimbursable University expenses.

Sponsored drivers with international driver’s license may NOT drive University owned vehicles.

**Personal Vehicles Used to Conduct University Business**
Staff must fill out a travel planner approved by their supervisor and manager and are strongly encouraged to use a University vehicle when possible. Staff may use personal vehicle to conduct University business if warranted.

Employee is responsible for insuring vehicle; University insurance does not cover personal vehicles or occupants.

Employees are cover by Workers’ Compensation while acting within the course and scope of their assigned duties.

Personal vehicle use is reimbursable at rates reviewed annually by the University.

Department Policy
June 2011