



FACILITIES MANAGEMENT POLICIES AND PROCEDURES

NUMBER: 804

DISTRIBUTION: WCU Departments

ISSUED BY: Executive Director for Facilities Management

EFFECTIVE: October 15, 2006 (Revised)

SUBJECT: **POLICY ON STUDENT EMPLOYEES AND/OR GRADUATE ASSISTANTS USE OF MOTOR POOL VEHICLES**

A. Overview:

To clarify under which conditions student employees and graduate assistants are eligible to operate University vehicles.

B. Purpose:

To address the required qualifications for student employees or graduate assistants to drive University vehicles, the purposes for which their driving is allowable, and the required authorization.

C. Prohibitions:

Students (unless in University paid employee status) are not permitted to operate a University vehicle at any time. Allowing students or other non-University individuals to operate University vehicles is in violation of University policy and poses a financial risk for these unauthorized drivers as the Commonwealth's insurance program does not insure them.

Students employed under the College Work Study program are not permitted to drive University-owned vehicles at any time. Please see the [State Work Study Policy](#).

Use of University vehicles by student groups or clubs is prohibited. Requests for vehicle use by clubs or student organizations funded by the Student Government Association should be addressed through the SSI Business Office.

Use of University vehicles for student social activities such as going to restaurants, movies, shopping venues, amusement parks, etc. is prohibited unless these activities are a part of an official University program.

D. Policy

1. West Chester University (WCU) Motor Pool vehicles are to be used only for official University business.
2. The trip must be scheduled in advance, submitted by the sponsoring department and approved per the attached authorization form.
3. The sponsoring supervisor is responsible for ensuring that the student employee or graduate assistant meets all of the following criteria prior to requesting authorization:

- i. Possess a current valid driver's license.**
 - ii. Be at least 21 years of age.**
 - iii. Be a part-time, payrolled WCU student employee or graduate assistant (but not a College Work Study appointee).**
 - iv. The driving assignment is part of this student employee's or graduate assistant's normal University job duties.**
 - v. Will be paid by the University while performing the driving duties.**
 - vi. Has received, reviewed, and accepted all vehicle use policies and guidelines.**
4. Generally, drivers of University vehicles are required to display a WCU Faculty/Staff ID card. Requests for part-time student employees (other than Work Study students) or graduate assistants to drive University vehicles must be initiated by the supervising sponsor and approved in advance by both the divisional Vice President and the Vice President for Administration and Finance using the attached form: "Request for Authorization for Part-time Student Employee and/or Graduate Assistant to Drive a University Vehicle."
5. Requests to drive a 15-passenger van require the completion of the van driving certification process. Please see the [15-Passenger Van Policy](#) or contact the Motor Pool Supervisor at x2434 for details.
6. Please refer to the WCU Vehicle Policy for additional rules and regulations concerning the use of all WCU Motor Pool vehicles. Please see the [WCU Vehicle Policy](#) and the [Student Vehicle Request Form](#).



WEST CHESTER UNIVERSITY of Pennsylvania

TO: Motor Pool Supervisor

FROM: Supervisor _____

DATE: _____

SUBJECT: Request for Authorization for Part-time Student Employee or Graduate Assistant to Drive a University Vehicle

Student Employee or Graduate Assistant Name: _____

Date of Birth: _____ **Driver's License State & Number:** _____

Office/Department's Cost Center employing the student: _____

Date(s) on which student is requested to drive: From _____ To _____

Purpose of driving assignment (Assignment must be part of the student employee's normal job duties):

SIGNATURES/ENDORSEMENTS (All three signature blocks are required)

1. As the supervising sponsor, I verify that this student employee or graduate assistant meets all of the following criteria:

- Possesses a current valid driver's license
- Is a least 21 years of age
- Is a part-time, payrolled WCU student employee or graduate assistant (but not a College Work Study appointee)
- The driving assignment listed above is part of this student employee's or graduate assistant's normal University job duties
- Will be paid by the University while performing the driving duties
- Has received, reviewed, and accepted all vehicle use policies and guidelines.

Signature: _____ **Title:** _____ **Date:** _____

Endorsements:

2. Signature of Divisional Vice President: _____ **Date:** _____

3. Approval by VP for Administration and Finance: _____ **Date:** _____