

UNIVERSITY OF WYOMING

University Official Vehicle Policy

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UNIVERSITY OFFICIAL VEHICLE POLICY

Section I – Department Obligations

Ensuring compliance with UW Regulation 3-179 and this policy is the responsibility of each department of the University.

Section II – Definition of Driver(s)

A **Driver** means anyone who drives or seeks to drive for University business including, but not limited to, employees, students, volunteers and guests.

A **Qualified Driver** means anyone who is approved to drive a **University Vehicle** or **University Personal Vehicle** for University business in accordance with this Policy.

Section III – Vehicle Definitions

A **University Vehicle** is a licensed vehicle or trailer that is owned, rented, leased or otherwise under the possession or control of the University.

A **University Personal Vehicle** is a licensed vehicle owned by a private individual during the time the personal vehicle is being used for University business or a vehicle rented by a **Driver** when a non-university passenger will be accompanying the **Driver** in accordance with Section XVIII.

Section IV – Driver Qualifications

Only **Qualified Drivers** may drive a **University Vehicle** or **University Personal Vehicle**. A **Driver** is considered qualified by meeting the requirements of the Risk Management Department that he or she:

- A. Is at least 18 years old.
- B. Has a valid United States or Canadian driver's license and has held a valid driver's license from any jurisdiction, foreign or domestic, for at least one (1) year prior to the request to be a **Qualified Driver**. If any portion of the record for the one year prior to the request to be a **Qualified Driver** is from a jurisdiction other than the United State or Canada, the individual must submit a copy of the record from the foreign jurisdiction to Risk Management with the request to become a **Qualified Driver** outlined in Section IV D below.
- C. Has the correct license for the vehicle type that they will be driving, including any required endorsements.
- D. Has requested driving privileges from the Risk Management Department, has agreed to abide by UW Regulation 3-179 and its affiliated policies and procedures, and has authorized the University to complete a Motor Vehicle Record (MVR) check by submitting the Request for Driving Privileges form available online at the *Risk Management Web site*. MVR checks will be done at least annually and more frequently as determined necessary by the Risk Management Department.
- E. Has a satisfactory driving history record (MVR)
A driving history record is considered satisfactory when it meets the following requirements established by the Risk Management Department:
 1. Must not have exceeded two at-fault accidents or moving violations within the last 12 months.

2. Must not have had any “major convictions” in the past 36 months. “Major convictions” include drunk driving, driving under the influence of drugs, reckless driving, leaving the scene of an accident/hit and run, motor vehicle homicide, attempting to elude a police officer, or racing.
- F. Notifies the **Driver’s** supervisor and the Risk Management Department when there is a change in his/her license status.
- G. Complies with any other requirements of the Risk Management Department for **Driver** Qualifications.

Section V – Conditions of Use

Drivers may only operate a **University Vehicle** or **University Personal Vehicle** in a manner that ensures the safety of the **Driver** and any occupants. The University prohibits activities that are illegal, activities which are defined as misuse or activities that endanger vehicle occupants while operating a **University Vehicle** or **University Personal Vehicle**.

- A. Misuse of a **University Vehicle**:
- Engaging in any of the following activities constitutes a misuse of a **University Vehicle**:
1. Driving when not a **Qualified Driver**.
 2. Driving while under the influence of drugs or alcohol:
 - a. Operating any **University Vehicle** while under the influence of alcohol or a controlled substance to a degree which renders the operator incapable of safely driving.
 - b. Operating any **University Vehicle** while under the influence of any illegal substance.
 - c. Possessing or transporting alcohol in a **University Vehicle** unless transporting such substances is within the scope of the **Driver’s** official job duties.
 - d. Possessing or transporting any illegal, controlled substance.
 - e. Operating any **University Vehicle** while impaired from any prescription medication.
 3. Operating any **University Vehicle** without the use of available seatbelts by all occupants. The **Driver** is responsible for ensuring the number of occupants does not exceed the number of available seatbelts and that each occupant is using the provided seatbelts whenever the vehicle is in motion.
 4. Talking on, texting with, or otherwise using a handheld mobile communication device while driving. Use of a hands-free device while driving is permitted.
 5. Smoking in a **University Vehicle**.
 6. Driving during restricted hours or for extended periods of time:
 - a. Departments may impose policies regarding hours of the day that driving is allowed or restricted (e.g. driving restricted between 1:00 a.m. – 5:00 a.m.).
 - b. It is recommended that one **Driver** not exceed eight hours of driving per day.
 - c. It is recommended that multiple **Drivers** not exceed 16 hours of driving per day.
 - d. It is recommended that all **Drivers** take brief rest periods every two hours.
 7. Operating a **University Vehicle** that is rendered unsafe because of a mechanical problem. Before beginning a trip, the **Driver** should inspect the vehicle for safety issues such as tires, wipers, lights, and any other safety equipment for observable defects.
 8. Failing to comply with any state’s applicable traffic laws, ordinances or regulations. In addition to being considered misuse of a **University Vehicle**, failure to comply with laws

- or regulations may subject the **Driver** to personal responsibility for any consequent damages or fines as well as a possible loss of indemnification by the University.
9. Failing to pay any parking tickets or similar fines and related penalties and interest. Such costs are the responsibility of the **Driver** and must be paid timely to the appropriate jurisdiction.
 10. Failing to promptly report any accident or damage to a **University Vehicle** to the Risk Management Department.
 11. Unless an exception is approved in writing by the Risk Management Department in advance, transporting unauthorized passengers such as family members, friends, or others in a **University Vehicle** when not necessary for official University business.
 - a. Exceptions may be requested by filing the request form available from the Risk Management Department prior to the planned travel and will be granted only in limited circumstances when necessary for University business or otherwise in the best interest of the University.
 - b. Transportation of individuals who are relevant to University business (e.g., contractors, employees of other public entities, University clients, participants in University programs, University volunteers, etc.) in a **University Vehicle** is permitted and does not require a request for an exception as described in this section.
 12. Transporting pets or animals other than service dogs for individuals with disabilities or animals associated with University business in any **University Vehicle**.
 13. Allowing anyone who is not a **Qualified Driver** to operate a **University Vehicle**.
 14. Operating any **University Vehicle** “off-road” unless necessary for official University business.
 15. Transporting any hazardous materials (including, but not limited to chemical, biological and medical materials) unless in compliance with applicable Federal, State, local and University Hazardous Materials Transportation policies.
 16. Transporting firearms in any **University Vehicle**, exceptions include:
 - a. Certified Wyoming Peace Officers carrying their service weapons.
 - b. Employees who are authorized to possess firearms to perform job related functions.
 17. Unless the **Driver’s** employment contract specifies otherwise, operating a **University Vehicle** for personal use including trips of short duration or “detours” from official University business. This includes personal use of any **University Vehicle** while “on call.” This does not include activities reasonably associated with University business such as obtaining meals while on a travel status.
 18. Use of 15-passenger vans, whether University owned or rented through an outside car rental agency.
 - a. Exception - 15-passenger vans that have been converted for the use of cargo or maintenance purposes only.
 19. Driving a vehicle towing a trailer without complying with the following requirements:
 - a. Towing of trailers is only allowed with SUVs or pickup trucks equipped with properly-installed towing packages.
 - b. The trailer load weight must not exceed the limits specified by the trailer manufacturer and the total load weight of the trailer does not exceed the towing limits specified by the tow vehicle manufacturer.
 - c. The trailer load is appropriately distributed and adequately secured in place.
 - d. The wheel base of the tow vehicle is adequate for the trailer being towed.
 - e. All trailer lights and brakes are in proper working order.

- f. Trailer tires are properly inflated.
 - g. The trailer emergency chains are adequate and secured as required by law.
20. Adding storage or luggage racks above any vehicle owned by the University unless the addition is facilitated through Fleet Services.

B. Misuse of a University Personal Vehicle:

Engaging in any of the following activities constitutes a misuse of a **University Personal Vehicle**:

1. Driving when not a **Qualified Driver**.
2. Driving while under the influence of drugs or alcohol:
 - a. Operating any **University Personal Vehicle** while under the influence of alcohol or a controlled substance to a degree which renders the operator incapable of safely driving.
 - b. Operating any **University Personal Vehicle** while under the influence of any illegal substance.
 - c. Possessing or transporting any illegal, controlled substance.
 - d. Operating any **University Personal Vehicle** while impaired from any prescription medication.
3. Operating any **University Personal Vehicle** without the use of available seatbelts by all occupants. The **Driver** is responsible for ensuring the number of occupants does not exceed the number of available seatbelts and that each occupant is using the provided seatbelts whenever the vehicle is in motion.
4. Talking on, texting with, or otherwise using a handheld mobile communication device while driving. Use of a hands-free device while driving is permitted.
5. Driving during restricted hours or for extended periods of time:
 - a. Departments may impose policies regarding hours of the day that driving is allowed or restricted (e.g. driving restricted between 1:00 a.m. – 5:00 a.m.).
 - b. It is recommended that one **Driver** not exceed eight hours of driving per day.
 - c. It is recommended that multiple **Drivers** not exceed 16 hours of driving per day.
 - d. It is recommended that all **Drivers** take brief rest periods every two hours.
6. Operating a **University Personal Vehicle** that is rendered unsafe because of a mechanical problem. Before beginning a trip, the **Driver** should inspect the vehicle for safety issues such as tires, wipers, lights, and any other safety equipment for observable defects.
7. Failing to comply with any state's applicable traffic laws, ordinances or regulations. In addition to being considered misuse of a **University Personal Vehicle**, failure to comply with laws or regulations may subject the **Driver** to personal responsibility for any consequent damages or fines as well as a possible loss of indemnification by the University.
8. Failing to pay any parking tickets or similar fines and related penalties and interest incurred during operation of the **University Personal Vehicle**. Such costs are the responsibility of the **Driver** and must be paid timely to the appropriate jurisdiction.
9. Failing to promptly report any accident in a **University Personal Vehicle** to the Risk Management Department.
10. Transporting any hazardous materials (including, but not limited to chemical, biological and medical materials) in a **University Personal Vehicle** unless in compliance with applicable Federal, State, local and University Hazardous Materials Transportation policies.
11. Use of 15-passenger vans as a **University Personal Vehicle**.

- a. Exception - 15-passenger vans that have been converted for the use of cargo or maintenance purposes only.

C. Sanctions

1. Employees, students and volunteers who misuse any **University Vehicle** or **University Personal Vehicle** may be subject to discipline up to and including suspension or dismissal from University employment in accordance with the appropriate University regulation or policy. Misuse may also lead to a requirement to take a defensive driving course and/or loss of driving privileges.
2. When a complaint of alleged misuse of a **University Vehicle** is received, the Manager of Fleet Services shall confer with the Director of Auxiliary Services who will conduct an investigation into the alleged misuse. If the alleged misuse is verified, a full written report shall be submitted to the Vice President for Administration or designee and the individual to whom the vehicle was assigned at the time of the misuse may be subject to sanctions.

Section VI – Procurement of New or Replacement University Vehicles

- A. The acquisition of a new or replacement **University Vehicle**, regardless of the source of funding, is not permitted without the prior written approval of the Vice President for Administration or designee.
- B. The Manager of Procurement Services has the sole authority to acquire a **University Vehicle** (new or used) through purchase or any other means.
- C. Process to purchase a new or replacement vehicle:
 1. Department representative completes a Vehicle Approval Form found on the Fleet Services' web site.
 2. The completed form will be submitted to the Director of Auxiliary Services for approval.
 3. Once approved, the form will be emailed to the Manager of Fleet Services and the appropriate buyer in Procurement Services. The department's Appointing Authority will be copied.
 4. In conjunction with the department, the buyer will write specifications for the new or replacement vehicle and prepare a bid to be sent to dealers that can meet the specifications.
 5. Buyer will notify the department of the low acceptable bid after opening the bid. The department will process a purchase order for the vehicle.
- D. Process to purchase a used vehicle:
 1. Department representative completes a Vehicle Approval Form found on the Fleet Services' web site.
 2. The completed form will be submitted to the Director of Auxiliary Services for approval.
 3. Once approved, the form will be emailed to the Manager of Fleet Services and the appropriate buyer in Procurement Services. The department's Appointing Authority will be copied.
 4. The department may look locally for a vehicle that meets their needs or may request assistance from Procurement Services buyer to locate a vehicle.
 5. The department must notify the Procurement Services buyer when a used vehicle is found and the dealer must fax the vehicle information to the buyer.
 6. The buyer will make sure the asking price is reasonable.
 7. Fleet Services will be notified to inspect the vehicle to make sure it is mechanically sound.
 8. The department will process a purchase order for the vehicle.

Section VII – Licensing of University Vehicles

- A. The Manager of Fleet Services has the sole authority to title, register and license a **University Vehicle**.
1. Vehicles Requiring Licenses:
 - a. Cars
 - b. Trucks
 - c. Buses
 - d. Multi-purpose vehicle (MPV)/Motorcycles. An example of a MPV is a Polaris Ranger / Four Wheeler.
 - e. All trailers
 - f. Golf carts used on city streets
 2. Vehicles Not Requiring Licenses:
 - a. Devices moved by human power (e.g. wheel chair, bicycle)
 - b. Implements of husbandry (e.g. farming equipment – this may include a MPV if it is not used on the public highway)
 - c. Machinery used in construction work not mainly used for the transportation of property over highways
 - d. Portable tools (e.g. generator, compressor)
 - e. Golf carts used exclusively on golf courses or for special events authorized by city, town or county
 - f. Boats (should be registered through Game & Fish)

Section VIII – University Vehicle Transfer Procedure

The Manager of Fleet Services shall manage the University departmental assignment of **University Vehicles**.

- A. All transfer requests shall be made to the Director of Auxiliary Services or designee for approval, via email by the department representative (copy to Appointing Authority).
- B. The transfer of assigned **University Vehicles** to another department shall not take place without prior approval of the Director of Auxiliary Services.
- C. After approval and notification to affected departments, billing for the vehicle shall be changed to the newly assigned department.

Section IX – University Vehicle Disposal Procedure

If a department is disposing of a **University Vehicle**, the transaction shall be facilitated through the Property Office - <http://uwadmnweb.uwyo.edu/PROPERTY/>. The Property Office will work with the Manager of Fleet Services to update appropriate **University Vehicle** records. This does not include **University Vehicles** being traded in for a new vehicle.

Section X – Service & Repair of University Vehicle(s)

- A. A centralized vehicle management program is used as a management tool within Fleet Services for all **University Vehicles**. An electronic file is maintained through this system and includes, but is not limited to, the following information:
1. Type of vehicle (make, model, year, VIN#)
 2. Date in/out of service (UW Procurement and Property)
 3. Responsible department
 4. Work Order numbers and dates of service and repairs

5. Vehicle usage and mileage
 6. Warranty and recall information
- B. Service and repairs to Laramie-based, **University Vehicles** shall be performed through Fleet Services. Service and repairs to **University Vehicles** based outside of Laramie or while traveling outside of Laramie shall be performed by a commercial or state entity authorized in advance by the Manager of Fleet Services via a phone call to Fleet Services (307-766-3229) or Campus Police (307-766-5179) if after business hours. Exceptions to this policy are:
1. Heavy equipment (e.g. backhoe, front end loader, sweeper, etc.)
 2. All passenger vehicles over 1.5 Tons Gross Vehicle Weight (GVW)
 3. Buses
 4. Multi-purpose vehicles (MPVs), golf carts and motorcycles
 5. Agriculture tractors
- C. If repairs are required as a result of a motor vehicle accident or other property loss, which is covered by insurance, Fleet Services will coordinate the repairs with the Risk Management Department.

Section XI – University Vehicle Preventive Maintenance (PM) Program and Repair Services

PM Program:

Fleet Services maintains vehicles owned by the University. Fleet Services is charged with the responsibility to maintain a progressive and comprehensive PM program designed to maximize vehicle uptime, reduce operating costs, ensure operational safety/reliability, and increase resale value.

- A. Fleet Services shall continually work to develop and expand the PM program, consistent with the goals stated above. All departments are directed to comply with PM schedules as defined by Fleet Services.
- B. The PM program shall consist of these structured inspections and maintenance procedures performed on a scheduled basis as follows:
 1. New fuel filters are recommended every 15,000 miles.
 2. Transmission services are recommended every 25,000 miles.
 3. PM-A services are recommended every 3,000 – 7,000 miles for gas engines (depending on make/model/year) and every 3,000 – 10,000 miles for diesel engines (depending on make/model/year) PM-B services are recommended every 12,000 miles or every 12 months, whichever occurs first.
 4. Both PM-A and B services consist of an oil change. PM-B also includes a complete vehicle safety inspection (including brakes, fluids, lighting, exhaust, tires, belts, hoses and leaks of any nature). If anything is found to be faulty in any area during the inspection, Fleet Services will notify the department of the concern and a price quote of the repair needed and a time frame when the work should be completed. Tires are inspected at each PM Service and rotated as needed.
 5. The PM Program will be evaluated by Fleet Services periodically for modifications, enhancements and overall effectiveness. This action shall maximize vehicle availability and operational safety while controlling costs in a predictive and responsible manner. PM activities are considered as a Number Two Priority, second only to emergency repair for vehicles during a critical time of need.
 6. PM Scheduling is initiated by Fleet Services Auto Shop. Should a PM schedule change be required, the customer/department should contact Fleet Services.

Repair Services:

- A. Normal Repair Service includes mechanical, suspension, electrical and small repairs needed for safe operation of a vehicle owned by the University.
- B. The following forms of repair or shop work are not considered normal repair service:
 - 1. Major repair/rebuild - Major repair work that extends the useful life, changes the current book value, or allows for the unit to perform other tasks in a heavier or reduced workload. The Manager of Fleet Services shall be responsible for determining if a repair qualifies as a potential capital rebuild item. Vehicle worth will be determined prior to any major repair/rebuild.
 - 2. New vehicle preparation - Refers to work performed in order to put new vehicles into service and includes, but is not limited to, door decals, ice scrapers, brake controllers, etc. The new vehicle is also entered into the Fleet Management System. Titles, license plates and registrations are ordered and received through Fleet Services.

Section XII – Fuel for University Vehicles

- A. All fuel and routine oil purchases for Laramie-based, **University Vehicles** shall be made, whenever possible, at the University fuel station. All other fuel and routine oil purchases should be made at commercial stations.
- B. Fleet Services provides no-lead and diesel fuel. The fuel pumps are currently located behind the Energy Plant on 19th & Gibbon.
- C. Under the management of Fleet Services, **University Vehicles** are assigned a fuel key through the Fuel Master System and that key shall remain with that vehicle. University employees authorized to use the fuel system will receive their own PIN number for the fuel system.

Section XIII – On-Campus Parking/Storage of University Vehicles

All **University Vehicles** assigned to University Fleet Services shall be parked in University parking lots designated for University, State, or Federal vehicles, or in the University storage lot, as assigned by the Vice President for Administration or designee.

Section XIV – Accident Reporting Procedure

Anyone using, operating, or otherwise responsible for a **University Vehicle** or **University Personal Vehicle** who is involved in an accident resulting in damage to the vehicle and/or involved in an accident resulting in personal injury or private property damage shall follow these steps:

- 1. Stop immediately.
- 2. Take steps to prevent another accident at the scene.
- 3. Dial 911 to call police/ambulance and other emergency vehicles.
- 4. Do not move injured parties. Encourage all injured parties to seek medical attention.
- 5. Notify Campus Police (UWPD) @ 307-766-5179 if on campus or call local police if the accident occurs outside of campus or outside of the Laramie area.
- 6. If the vehicle is a **University Vehicle** and is unsafe to operate, call Fleet Services @ 307-766-3229 during normal working hours to facilitate towing and vehicle replacement. After hours, call the UWPD (307-766-5179), for connection with the proper individual. This provision does not apply to **University Personal Vehicles**, Cowboy Joe Club, University Foundation or Department Courtesy Vehicles.
- 7. Prompt reporting of claims is essential. All accidents should be reported immediately to the police. All accidents should be reported as soon as practicable, and in no instance later than 10 days after the accident, to the Risk Management Department.

8. Do not make statements to anyone except police, the Risk Management Department, or the **Driver's** personal insurance carrier. Do not sign any papers concerning responsibility.
9. The **Driver** is responsible for obtaining contact and insurance information of the driver of any other vehicle involved in the accident. The **Driver** should record as much information as is available including name, license number, plate number, make, model, and year of the car, how the accident happened and information about any witnesses.
10. Notify your department head immediately.
11. The **Driver** is responsible for completing and returning any forms required by law in the jurisdiction where the accident occurred (such as the State Accident Report Form to the State Department of Motor Vehicles) as well as the UW Risk Management Department Accident Report Form to Fleet Services. Both forms may be obtained at Fleet Services and the **Driver** has 10 days from date of accident to complete and submit these forms. Cowboy Joe Club, University Foundation and Departments with Courtesy Vehicles should submit their UW Risk Management Department form directly to the Risk Management Department.
12. Refer all questions from lawyers, the other party to the accident and others to the Risk Management Department or Office of General Counsel, or, in the case of a **University Personal Vehicle**, to your personal insurance carrier.

Section XV – University Vehicle Deductibles

Following any at-fault accident in a **University Vehicle**, the responsible department will pay a deductible in accordance with the Risk Management Department's current deductible policy as follows:

- A. For Damage to University Owned Vehicles:
 1. \$100 for the first chargeable accident.
 2. \$250 for the second chargeable accident within 360 days of the most recent accident.
 3. \$500 per accident for the third chargeable accident and all subsequent chargeable accidents within 360 days of the most recent accident.
- B. For Damage to any other rental or leased vehicle:
 1. \$200 for the first chargeable accident.
 2. \$350 for the second chargeable accident within 360 days of the most recent accident.
 3. \$700 per accident for the third chargeable accident and all subsequent chargeable accidents within 360 days of the most recent accident.

Failure to report an accident in a timely manner shall increase the deductible by one level (for example from \$100 to \$250).

If the vehicle involved in an accident is a Cowboy Joe Club or University Foundation vehicle, deductibles will be as established in the applicable Vehicle Usage Agreement.

Section XVI – Cowboy Joe Club, University Foundation and Department Courtesy Vehicles

If a department possesses a courtesy vehicle, a Vehicle Usage Agreement must be on file with the Risk Management Department. In accordance with Section III of UW Regulation 3-179, the Cowboy Joe Courtesy Vehicle program, University Foundation Vehicles, and Department Courtesy Vehicles are considered **University Vehicles** but are hereby exempt from the following provisions of the Official University Vehicle Policy:

- a. Sections V(A) (2)(c), (12), (14), (16), and (17)
- b. Sections VI through XIII

To the extent there is a conflict between a usage agreement governing a Cowboy Joe Club, University Foundation or Department Courtesy Vehicle and this Policy, the provisions of the usage agreement shall govern.

Section XVII – University Police and/or Law Enforcement Officials

In accordance with Section III of UW Regulation 3-179, the University Police are hereby exempt from any provisions of the policy to the extent the policy conflicts with any provisions of law governing University Police.

Section XVIII – Private Vehicles Used for University Business

The University encourages the use of a **University Vehicle** owned by the University for University business whenever possible.

- A. Individuals using a **University Personal Vehicle** for University business are required to carry auto liability insurance with at least the minimum limits required by the state where the vehicle is registered and the insurance may not include any prohibition or restriction on the use of the vehicle for commercial, work or work-related purposes which would render the insurance invalid during the use for University purposes. The individual using the **University Personal Vehicle** must ensure a current vehicle registration and proof of insurance is in the vehicle during all travel for University business. In the case of a vehicle being rented and carrying a non-University related passenger, the **Driver** must utilize his or her personal insurance or purchase the insurance available from the rental car company at the individual's own cost.
- B. In an accident involving a **University Personal Vehicle**, the owner must use his/her individual automobile insurance coverage (or the rental car company's insurance) as the primary insurance. The University's excess liability coverage will apply when the **Driver** was a **Qualified Driver** on University business at the time of the loss, and the vehicle owner's policy has been exhausted. The University will not reimburse an employee or other private owner, his/her insurer for any deductible or liability claim paid by their personal auto insurance policy.
- C. Passengers
 1. Individuals who are relevant to University business (e.g., contractors, employees of other public entities, University clients, participants in University programs, University volunteers, etc.) may be transported in a **University Personal Vehicle**.
 2. Passengers who are not related to University business (e.g. family members, friends, etc.) may be transported in a **University Personal Vehicle** if the **Driver** has obtained a waiver from each non-University-related passenger (or their appropriate guardian if the passenger is a minor or dependent adult) and filed it with the **Driver's** University Department prior to such transportation in the **University Personal Vehicle**. Each

Department is responsible for reporting all waivers to the Risk Management Department. If a **Driver** anticipates transporting the same non-University related passenger on a regular basis, the **Driver** may submit a waiver covering multiple trips. Such a waiver must be resubmitted at least annually and the **Driver** must submit an estimate of the number of days each non-University passenger will be in the **University Personal Vehicle**.

3. The University is not, under any circumstance, responsible for injuries or damage to any passenger who is not related to University business. An employee who transports a passenger who is not related to University business in a **University Personal Vehicle** without obtaining and filing the required waiver for each such passenger is deemed to be outside the course and scope of employment in that action, the University will not be responsible for any resulting liability, and the employee may be subject to appropriate discipline up to and including termination.