



Title:	Use of Personal Vehicle
Effective Date:	Reviewed May 1, 2021
Approved By:	Presidents Council
Responsible Party:	Vice President of Finance
History:	08/08/17
Related Documents: Travel Policy	

I. Purpose

To establish guidelines for use of personal vehicles on University Business.

II. Definitions

N/A

III. Policy

This policy covers the use of personal vehicles used for travel while conducting University business. Departments may authorize faculty or staff to use a personal or other private vehicle for University business. A personal vehicle is considered used on University business when an employee is traveling between locations during their workday.

Drivers are not permitted to use mobile devices when using a personal vehicle to conduct University business. Texting, receiving or responding to email, or internet use while driving is prohibited under state law. Hands free cell phone use (aka blue tooth) is permitted.

IV. Procedure:

On the occasions when faculty and staff must use their own vehicles for University business, Departments must ensure that such drivers meet eligibility requirements as stated below:

- A valid driver's license issued within the United States or Canada (or foreign license acceptable by the PA Department of Transportation) is required for reimbursement of expenses.

Accident deductibles, tickets, violations, etc. incurred by faculty, staff or students while using a personal vehicle for University business are the responsibility of the driver.

In accordance Commonwealth of Pennsylvania, in the case of an accident, **the driver/vehicle's personal auto liability policy will respond on a primary basis** until the policy limits are exhausted; the University's auto insurance covers the excess.

- The University is not responsible for any physical damage to an employee's vehicle
- The driver/vehicle's personal auto insurance must provide primary insurance with minimum liability coverage of \$100,000 per person/\$300,000 per incident
- Employees should have their own collision and comprehensive physical damage

Mileage Reimbursement

The University will reimburse mileage for business use of a personally-owned vehicle at the annual rate established by the Internal Revenue Service. Mileage reimbursement can be reported on a travel log attached to either a check request or travel reimbursement form. The form must be approved by the employee's supervisor.