

Vehicle Use Policy: Automobiles/Trucks

General Statement of Policy

To comply with University of Arkansas Board Policy and applicable statutes of the State of Arkansas, The Division of Agriculture, University of Arkansas, has adopted the following vehicle use policy.

Vehicle should be used for official business purposes only. All occupants in Division of Agriculture vehicles should be traveling in conjunction with official business purposes for the University of Arkansas.

Procedures

1. Unit Heads:

A. Ensure that operators of Division of Agriculture vehicles and trucks have a valid driver's license to operate the vehicle driven.

B. Prohibit high school employees under the age of 18 from driving Division of Agriculture vehicles.

C. Prior to employment of full-time, temporary and seasonal workers who drive Division of Agriculture vehicles, complete an Authorization to Operate , which is a release to permit the Division to check an employee' driving record initially and on a continuous basis via the Arkansas State Vehicle Safety Information Network.

D. Prohibit non-official use, travel and occupants in Division of Agriculture vehicles. Individuals other than Division of Agriculture employees are permitted to travel provided their travel is in conjunction with an official business function.

E. Ensure drivers read and adhere to the Driving Safety Tips provided as part of the Arkansas State Vehicle Safety Program.