

TRINITY INTERNATIONAL UNIVERSITY

TIU POLICY: **Small Motorized Vehicle Operation Policy**

TIU POLICY #: **P-744**

STATUS: **Approved, January 2015**
Updated, August 2015

I. PURPOSE:

To specify policy whereby employees of Trinity International University (University) may safely operate small electric or gasoline powered vehicles when needed in the performance of work-related duties.

II. SCOPE:

This policy applies to all University employees, including part-time employees, and supervisors of those employees, who operate a small vehicle during any part of their job duties.

III. POLICY:

The following guidelines apply under the Small Motorized Vehicle Operation Policy:

1. Only drivers trained and authorized by Facility Services shall operate motorized vehicles. Requests for such training and authorization should be made by the appropriate supervisor.
2. Small vehicles should be used exclusively for University business and within the University property.
3. All passengers driving or riding on a small vehicle must use a seat.
4. Drivers of small vehicles should have a current state-issued driver's license and shall be familiar with and observe all established traffic laws.
5. A list of operational procedures for small vehicles is available in Facility Services and will be provided to all operators during the training period.

Employees found to be in violation of this policy may be subject to disciplinary action up to and including termination of employment from the University.