FACILITIES & AUXILIARY SERVICES – U/D VEHICLES

EFFECTIVE DATE: February 1, 2001

PURPOSE:

University of Delaware vehicles are to be used for business purposes. The staff member (employee) is the one who promotes a professional image that reflects upon the University of Delaware Community, the Facilities organization and the staff member (employee).

POLICY & PROCEDURE:

A. A Facilities staff member (employee) authorized to drive a University of Delaware vehicle utilizes the vehicle for business purposes.

B. Any exception needs to be communicated to the staff member’s immediate supervisor or designee prior to utilizing the University of Delaware vehicle for other than business purposes.