



## KENTUCKY STATE UNIVERSITY

### Policies and Regulations

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#### **POLICY TITLE:**

**Motor Vehicles**

#### **APPLIES TO:**

**Faculty**

**Staff**

**Students**

#### **ADMINISTRATIVE AUTHORITY:**

**Division of Finance & Administration**

**Chief Financial Officer (CFO)**

#### **APPROVED BY:**

**Kentucky State University Board of Regents**

#### **EFFECTIVE DATE:**

**August 8, 2025**

#### **NEXT REVIEW DATE:**

**August 8, 2028**

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#### **POLICY STATEMENT:**

Kentucky State University (KSU) is dedicated to maintaining a safe environment for its students, employees, visitors, and community. This policy establishes guidelines to ensure the safe operation of KSU vehicles, protect individuals and property, and minimize the occurrence and impact of accidents, whether on or off campus.

Operating a KSU vehicle is a privilege, not a right. KSU reserves the authority to deny or revoke this privilege if an individual fails to comply with the requirements set forth in this policy. All drivers must adhere to applicable local, state, and federal laws, as well as KSU policies, while operating KSU vehicles.

#### **DEFINITIONS:**

**KSU Vehicle**

Any vehicle owned, leased, or rented by KSU that requires a valid driver's license to operate and is covered under KSU's automobile insurance policies.

### **Motor Vehicle Record**

A report of an individual's driving history, which is used to assess eligibility for operating KSU vehicles.

## **PROCESS:**

### **Driver Eligibility Requirements**

To be eligible to drive a KSU vehicle, including rental vehicles, individuals must:

- Hold a valid U.S. driver's license (or a foreign license recognized as valid in the U.S.).
- Complete and sign a release form upon request.
- Operate KSU vehicles in accordance with all applicable laws and KSU policies.
- Ensure all occupants wear seat belts and that the number of passengers does not exceed the number of seats.
- Refrain from consuming alcohol or controlled substances while operating a KSU vehicle and ensure they are not under the influence during the operation of any vehicle.
- Prohibit smoking in KSU vehicles.
- Limit transportation to KSU-affiliated individuals, except for KSU Police operations.
- Accept personal responsibility for all traffic violations and citations, such as speeding tickets.
- Report all accidents, tickets, infractions, or motor vehicle violations—whether they were incurred in a KSU vehicle or personal vehicle—to Human Resources (HR) within 24 hours.
- Notify HR within 24 hours of any change in license status (e.g., suspension or revocation).
- Immediately report any accidents or damage involving a KSU vehicle to KSU Police and their supervisor.
- Avoid distractions while driving, including texting, using electronic devices, eating, or grooming.
- Maintain a motor vehicle record that meets KSU's standards for an acceptable driving record.

Failure to comply with these requirements may result in disciplinary action, including suspension or termination of driving privileges.

### **Motor Vehicle Record Procedures**

- Motor vehicle record reports are mandatory for all individuals who regularly operate or will regularly operate KSU vehicles, including students, faculty, and staff.
- Supervisors must identify drivers within their departments, obtain signed release forms, and submit them to HR.
- HR will process motor vehicle record checks and inform supervisors of each driver's approval status.
- For new drivers, departments must provide HR with at least 14 days' notice to complete motor vehicle record evaluations.
- No individual may regularly operate a KSU vehicle without prior approval from KSU based on an acceptable motor vehicle record.
- The President of KSU may, at their discretion, waive the aforementioned requirements for individuals who do not routinely operate KSU vehicles, with such decisions made on a case-by-case basis.

### **Accident Response Procedures**

In the event of an accident involving a KSU vehicle:

- The driver must immediately notify KSU Police and their supervisor.
- The driver must notify HR and KSU's Purchasing Department within 24 hours of the accident.
- The driver's department shall cover the insurance deductible for damages to the KSU vehicle.

In the event of an accident involving a personal vehicle, the driver must notify HR within 24 hours of the accident.

### **Loss of Driving Privileges**

Once KSU becomes aware of an employee's vehicular accident or alleged violation of this policy, a three-person committee comprising one representative from HR, the Office of General Counsel, and the Department of Facilities and Capital Management shall convene to determine whether the employee's driving privileges should be suspended or revoked and if additional employment actions are warranted. Prior to making its determination, the committee shall review the employee's motor vehicle record and any applicable accident records.

### **REFERENCES AND RELATED MATERIALS:**

- KSU Established Work Rules
- KSU Omnibus Transportation Policy

### **CONTACTS:**

Subject	Office	Telephone	E-mail
Policy Questions	Department of Police	(502) 597-6878	<a href="mailto:Rahsaan.Berry@kysu.edu">Rahsaan.Berry@kysu.edu</a>
Policy Questions	Facilities	(502) 597-6494	<a href="mailto:Wayne.Cowan@kysu.edu">Wayne.Cowan@kysu.edu</a>

### **HISTORY:**

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	June 2025	Zach Atwell

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