
Objective

Outline the policy regarding vehicle use at the University of Michigan (U-M).

Policy

1. Vehicles owned or leased and furnished by the U-M are to be used **exclusively** for university business.
2. Operators must be U-M faculty, staff, students or contracted employees under the direct supervision of a U-M staff member.
3. All vehicles must be parked on U-M property (owned or leased) when not in use.
4. Personal use of U-M vehicles is prohibited.
5. Departments are responsible for the authorization and proper use of U-M vehicles by staff members within their organization.
6. Staff members are responsible to operate U-M vehicles according to U-M policies and Federal, State and local laws.
7. Vehicle use is limited to the United States and Canada. If use in Canada is required, please contact Fleet Services to obtain special insurance documentation prior to departure.
8. Vehicle use in Mexico is prohibited.
9. Sponsored registered student organizations may rent U-M vehicles as long as there is a U-M business need to do so such as travel by student organizations to conferences, competitions, field trips and other appropriate educational opportunities that are relevant to current curriculum or U-M mission and approved by a dean or department head.

Exceptions

1. The Executive Director of Parking and Transportation Services, a dean or department director may on occasion for a short duration allow a staff member or employee an exception to **park** a U-M vehicle at their residence when parking at their residence is a more efficient and economical use.
Example: A staff member is traveling on U-M business to a conference which will require the staff member to drive past their current residence – they may be allowed to park the U-M vehicle at their residence prior to or after the conference.
2. Long term exceptions to the vehicle use policy, those covering more than a few days, must be approved by the Executive Vice President and Chief Financial Officer in writing. All requests for a long term exception to the vehicle use policy must be directed to the Executive Director of Parking and Transportation Services in writing with a thorough explanation of the administrative need for the exception.
3. All exceptions must be approved prior to a vehicle being parked at a personal residence.