I. **Purpose:**
   A. To provide guidance on CMED vehicle use

II. **Policy**
   A. Vehicles owned or leased and furnished by CMED are to be used exclusively for CMED business.
   B. Personal use of CMED vehicles is prohibited.
   C. Operators must be CMED faculty, staff, or others as approved.
   D. Operators must be an approved Michigan Licensed driver per Risk Management, Environmental Health & Safety. Operators with an out of state license are required to fill out the Out of State Driving Record Check. Refer to CMU’s Authorization to Drive Policy found [here](#).
   E. All vehicles must be parked at CMED property (Mt. Pleasant or Saginaw campuses) when not in use.
   F. CMED Finance is responsible for the authorization and proper use of CMED vehicles by faculty and staff.
   G. Vehicle reservations shall be limited to 72 hours. Special accommodations must be made with CMED Finance for trips that exceed this time frame.
   H. Faculty and staff are responsible to operate CMED vehicles according to CMU policies per Risk Management & Environmental Health & Safety found [here](#), and Federal, State, and local laws. Driver should not operate vehicle if intoxicated or impaired from use of medications.
   I. Use of CMED vehicle(s) is intended for travel that is eligible under the CMU Mileage Reimbursement Guidelines (found [here](#)) which states, “mileage must be to and from the point of employment since the University does not reimburse mileage for commuting”. See IRS Publication 463, Tax Home for clarification.
J. It is the responsibility of the operator to pay for any parking, moving, or toll violations. CMED funds cannot be used to pay or reimburse faculty or staff for parking, moving, or toll violations incurred with CMED vehicles.

K. Operator is to report to CMED Finance violations and citations incurred while CMED vehicle was in their use.

L. Operators are prohibited from using hand held cell phones or texting while driving per CMU policy.

M. Operators and passengers are prohibited from smoking in any CMED vehicle. Any operator or passenger in violation of the no smoking policy will be assessed a cleaning charge. The cleaning charge will be based on the cost of having an outside vendor detail and remove all indications of smoke.

N. It is the responsibility of the operator to return the vehicle in like condition as it was issued. This includes returning the vehicle with a full tank of gas and the removal of any refuse.

O. Operator must sign out key and gas card for CMED vehicle reservation. Operator must return the issued key and gas card, along with all original receipts for gas charges incurred. If a key or gas card is lost, operator will be assessed a $50 fee. Only gas can be charged on the CMED gas card; food or beverages are prohibited.

P. Vehicle reservations should be cancelled within 24 hours of the reserved departure time.

Q. Vehicles shall be returned by the time stated on the vehicle reservation. If you know that you are running late during normal business hours, contact CMED Finance @ 989-774-7547 to make arrangements. Keep in mind that others may have the car reserved directly following your reservation.

R. If CMED faculty or staff choose to use their personal car, CMED will reimburse the employee at a rate of .35 per mile effect April 1, 2015.

S. When traveling on an extended trip where vehicle will be parked at an airport or other lot personal vehicle should be used and will be reimbursed at Federal rate.

T. Accidents must be reported to the office of Risk Management, Environmental Health & Safety so that a claim may be filed if appropriate under the Michigan No-Fault Act. Instructions may be found in the glove compartment along with vehicle registration and insurance paperwork.

CMED reserves the right to make exceptions, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.