

New Mexico State University Vehicle Assignment Policy

A. Overview

It is the intent of New Mexico State University to own and operate the fewest number of motor vehicles as possible to achieve the mission of the University without creating hardship for any college, division, or process. Accordingly, this Vehicle Assignment Policy focuses on the most effective and efficient utilization of University-owned vehicles.

B. Definitions and Terms

1. Daily Vehicle Assignment: A University vehicle under the exclusive control of an employee for the purpose of performing assigned work duties and responsibilities during the workday but not authorized for take-home use.
2. Departmental Vehicle: A University vehicle not assigned to an employee or part of the Transportation Services fleet vehicles.
3. Limited Vehicle Assignment: A University vehicle under the exclusive control of an employee for the purpose of performing assigned work duties and responsibilities and authorized for take-home use limited to commuting.
4. Mission-Critical Vehicle: Consists of emergency vehicles which include fully-equipped and clearly marked police and fire vehicles. When used for undercover work, this will include unmarked law enforcement vehicles. These vehicles will remain on campus during non-working hours unless prior authorization has been obtained.
5. Vehicle Commuting: The use of a University vehicle for traveling between the employee's home and the designated place(s) of work.

C. Policy

1. Departments and employees are responsible for ensuring the operation and maintenance of University Vehicles is in compliance with Section 8 of the Policy Manual.
2. Assignment of a University Vehicle must be for the convenience of the University and not for the convenience of an employee. Personal use of a University vehicle, including vehicle commuting, is not allowed unless otherwise allowed per this Vehicle Assignment Policy.
3. Individual vehicle assignments shall be limited to the following: Daily Vehicle Assignment, Limited Vehicle Assignment or Mission-Critical Vehicle Assignment.
4. Eligibility for Daily Vehicle Assignment is restricted to employees meeting at least one of the following criteria:
 - a) Drive more than 6,000 business miles per year

- b) Position duties require daily travel to multiple destinations more than 10 miles from the employee's primary place of business
 - c) Position duties require the routine transport of at least two (2) or more employees
 - d) Position duties require the routine transport of specific equipment, materials, and tools necessary for the completion of assigned tasks
5. Eligibility for Limited Vehicle Assignment is restricted to employees meeting the requirements of Daily Vehicle Assignment AND whose position duties routinely require travel directly to a remote site from his/her home at least two (2) times per week.
6. Mission-Critical Vehicles will only be operated during working hours by authorized operators. With prior approval, police and fire vehicles may be used for commuting and/or personal purposes when the assigned employee is required to respond to emergencies at the time the vehicle is in use. Such anticipated commuting and/or personal use must be clearly outlined on the Vehicle Assignment Authorization form.
7. When employees need to travel on University business and a Departmental Vehicle is not available or appropriate, vehicle rental arrangements can be coordinated through Transportation Services or from a commercial rental agency. In addition, BPM Section 5C.05.55 addresses reimbursement of mileage for use of personal vehicles for conducting University business.
8. Departmental Vehicles will be kept to a minimum.

D. Compliance and Approval Responsibility:

- 1. Employee vehicle assignments must be approved by the employee's Dean/Vice President and the Senior Vice President for Business, Finance and Human Resources. Such approval shall be initiated by completing and submitting a Vehicle Assignment Authorization form.
- 2. The Executive Vice President and Provost and the Senior Vice President for Business, Finance and Human Resources will establish a maximum number of departmental vehicles for each University division. Departmental vehicle purchase orders which will increase the department's assigned vehicles in excess of the authorized number will be denied.
- 3. Contract employees are exempt from this policy as contractual arrangements for these employees are handled on an individual basis.
- 4. When a University-owned vehicle is operated away from campus in a commuting or other personal capacity, the assigned vehicle operator will be required to submit the appropriate paperwork for determination of the taxability of the personal use. Refer to BPM Section 7.05 regarding personal use of University vehicles.
- 5. Office of Treasury Services will be responsible for determining the appropriate valuation method to be used for tax reporting purposes. Such determination will be made at the time the vehicle assignment is approved and noted on the Vehicle Assignment Authorization Form.

6. At the end of each calendar year, Transportation Services will provide the Senior Vice President for Business, Finance and Human Resources with a vehicle listing including assignment type, annual mileage and eligibility status for continued assignment. Employees no longer eligible for a previously approved vehicle assignment will receive written notification.

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