



## Ohio Administrative Code

### Rule 3342-5-12.5 Administrative policy regarding assignment or automobiles.

Effective: March 1, 2015

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(A) All University vehicles are to be acquired in compliance with university purchasing policy maintained in rule 3342-5-12.3 of the Administrative Code.

(B) Automobiles, excluding gifts in kind, are to be selected with participation and guidance from the procurement department in accordance with this policy.

(C) Employees eligible for university provided vehicles shall include the president, executive officers, and other university employees, as approved by the president. The appropriate department head, director, dean, or other administrator responsible for authorizing the assignment or use of the vehicle may require that the operator meet additional standards not mentioned in this policy.

(D) All university employees who operate motor vehicles owned or leased by the university shall have the validity of their operator licenses reviewed on an annual basis. The department head, director, dean, or other administrator responsible for the employees respective department shall provide the Kent state university department of public safety a list of names and operator license numbers of all employees authorized to operate motor vehicles owned or leased by the university. The department of public safety will check the validity of the employees licenses through the bureau of motor vehicles of the state of Ohio or other appropriate state. The director of public safety shall notify the appropriate submitting administrator of any employee not properly licensed to operate a motor vehicle. The employees department shall be responsible for the cost of the license validity check.

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