

3364-35-04 Courtesy car policy.

(A) Policy statement

The university of Toledo athletic department will enter into agreements with auto dealerships in the Toledo area to supply courtesy cars to university athletic department, coaches and staff. In exchange for the courtesy car the university will provide admission to sporting events and acknowledgement in the athletic program. The number of tickets and program acknowledgments will be determined on a case by case basis.

(B) Purpose of policy

The athletics department will enter into an agreement with the courtesy car dealer concerning the conditions upon which vehicles will be provided to select staff members and coaches. Staff members and coaches will provide documentation of use, change of vehicle, insurance, and maintenance/damages as a condition of participation in the courtesy car program.

(C) Procedures

(1) Courtesy car agreement/barter transaction receipt

- (a) Upon entering the car program, a~~A~~-courtesy car agreement must be completed, agreed upon and signed by the director of athletics or his designee and the dealer representative.
- ~~(b) Barter transaction receipt form should be completed and a copy sent to the controller's office with a copy of the courtesy car agreement.~~
- ~~(e)~~(b) Taxes on the courtesy cars are calculated by payroll based upon the personal use~~lease~~ value of the vehicle. Staff members will send personal/business use mileage to our business office on a monthly basis which will then be forwarded onto payroll for personal use to be treated as income and taxes calculated accordingly. ~~Our business office provides the vehicle information, and payroll calculates the taxes based upon an IRS valuation.~~

(2) Courtesy vehicle information/change of vehicle information form

- (a) The courtesy vehicle information/change of vehicle information form must be completed and a copy sent to the risk management office along with a copy of the employee's insurance information.
- (b) Every time a new vehicle is obtained, a new courtesy car information/change of information form must be completed and returned to the business office. Undated insurance documentation must be forwarded to the office of risk management.

(3) Insurance

- (a) Unless notified in writing by the dealer, participating staff members and coaches are required to carry full coverage insurance on courtesy vehicles.
- (b) Insurance information must be kept current in the office of risk management.
- (c) Proof of insurance must be provided with the courtesy vehicle information form. The vehicle identification number of the vehicle must be on the insurance information as well as the dates of the policy.
- (d) When the policy is renewed, the new insurance card or other proof of insurance must be forwarded to the business office. Photocopies of wallet insurance cards are acceptable, as long as they display the vehicle identification number of the vehicle and dates of the policy, and coverage information.

(4) Vehicle restrictions

- (a) Staff members and coaches should consult with their dealer as to how long they will drive the car, as every dealer will operate differently.
- (b) The athletic department employee receiving the courtesy car is to be the only person driving the vehicle.

- (d) The primary use of the vehicle should be for business and commuting to and from work.
 - (e) Vehicles are not to be used for towing purposes of any kind.
 - (f) Pets are not to be transported in the courtesy vehicle.
- (5) Maintenance/damages:
- (a) Each dealer has a different policy on maintenance (oil changes, etc). It is the responsibility of the staff member or coach to obtain a copy of the dealer's policy on maintenance and adhere to the dealer's policy. The staff and coaches are responsible for any damages or misuse to their vehicle.
 - (b) In the event of an accident (or damage), the dealer should be immediately notified before taking the vehicle to another service provider.
 - (c) The deputy director of athletics and/or the deputy director of athletic's representative~~associate athletics director for development~~ should also be immediately notified of any damages/accidents and all arrangements to repair the vehicle should be coordinated through the dealership.
 - (d) The university of Toledo will not be held liable for damages or misuse of a courtesy car by staff or coaches.
- (D) Related form
- (1) University of Toledo courtesy car agreement
 - (2) University of Toledo department of intercollegiate athletics courtesy vehicle information/change of information form

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Certification

05/07/2020

Date

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