May 18, 2009

Use of University Vehicles

Gretchen Bolar  
Vice Chancellor Finance & Business Operations

Business and Finance Bulletin 46 (BUS-46) states the responsibility for “determining, authorizing and controlling official use (of university vehicles)” is that of the Chancellor or his designee. With this letter, I hereby name you, as Vice Chancellor Finance & Business Operations, as my designee in handling policy matters related to BUS-46, Use of University Vehicles. Included in this delegation is the authority to approve special policy exceptions per the guidelines provided in BUS-46. These include:

- Authorizing regular use of University vehicles for transportation between personal residences and University campuses in cases where unique work requirements mandate such use (Section III.B.5).
- Assigning vehicles to campus departments on a long-term basis when this arrangement meets department needs more efficiently and economically than any alternative (Section III.D.5).
- Approving special cases in which departmental vehicles are not required to adhere to normal campus vehicle maintenance schedules, particularly in regard to vehicles in use at field offices or other remote locations (Section III.D.6).
- Permanently assigning specialized vehicles (i.e., mobile clinics, fire apparatus, waste collection vehicles, fork lifts, tractors, etc.) to the particular departments that use them (Section III.D.7).

This delegation of authority is effective immediately and supersedes any previous delegation on the subject.

Timothy P. White  
Chancellor

cc: Internal Audit Department  
    Materiel Manager  
    Coordinator – Universitywide Policies