Roosevelt University

Campus Safety/Senior Administrative Automobile

Policy 9.1

Responsible Executive: Assistant Vice President of Campus Safety and Transportation

Originally Issued: month, day, year

Revised: month, day, year

Effective date: 12/13/2004

CAMPUS SAFETY/SENIOR ADMINISTRATIVE AUTOMOBILE

1. The University will purchase (or lease) and maintain a Campus Safety/Senior Administrative automobile. This vehicle will be a full-size, four door standard sedan. It will have removable signage “Roosevelt University – Campus Safety” affixed to both front door panels.

2. The Assistant Vice President for Campus Safety and Transportation (AVP-CST) will have administrative responsibility for this automobile and will be its primary operator. In addition, current insurance coverage on the vehicle requires that the AVP-CST will garage the vehicle at his home after normal business hours. Except for commuting use due to the garage restriction, the vehicle is not available to the AVP-CST for his personal use. The AVP-CST will have one set of keys for the vehicle in his possession at all times. The lead security officer on duty during the applicable shift will secure a second set of keys.

3. If not in use, the vehicle will be parked near the Auditorium Building during normal business hours. Normally, the vehicle will be parked on Wabash Avenue on the eat side of the avenue in the parking space designated for marked Roosevelt University vehicles only.

4. The priority use of the described automobile will be by the AVP-CST to respond to emergencies or urgent circumstances involving University personnel, students or property at either campus, and at off-campus locations when University personnel in the course of their employment, enrollment or related activities are involved.

5. Members of the Executive Council may also request to use this vehicle for local University-related transportation, but not for merely convenience. Such requests, including date, time, destination and expected passengers, if any, should be directed to the AVP-CST, by any practical method. The vehicle will not be available for overnight or out-of-town transportation. A member of the Executive Council requesting the use of the vehicle initially must submit a copy of his or her driver’s license for driving record review by the University’s insurance broker at least 24 hours prior to the time the vehicle is needed. No exceptions can be made to this notice requirement and license review. The AVP-CST has the authority to deny a Council member permission to use the vehicle if the member’s driving record is not satisfactory or if the requested use is not University-related or an appropriate use of such a vehicle.

6. The University’s President may request a member of the Campus Safety staff to act as a driver of the aforesaid vehicle for the President on local trips involving University business, when it is convenient for the President to have such service. Usually this will occur in the interest of the President’s busy schedule. Normally, the Campus Safety staff member will return the vehicle directly to the designated parking area after transporting the President. Advance arrangements for this service are to be made through the AVP-CST.

7. If the vehicle is involved in an accident, or is otherwise damaged, regardless of whether injury to the driver, passengers, or others occurs, the incident must be reported immediately to both the police agency having jurisdiction and the AVP-CST. Insurance and emergency contact information are located inside the glove compartment. Equipment breakdowns or malfunctions should also be reported immediately. The AVP-CST is responsible for reporting incidents involving possible claims of damage and personal injury to the insurance broker.

8. At no time are students or other unauthorized persons allowed to drive or ride in the vehicle.

Effective date: December 13, 2004