



Roosevelt University

Chicago Campus Safety/ Administrative Automobile

Policy 9.1

Responsible Executive:
Director of Campus Safety
and Transportation

Originally Issued: 12/2/2004

Revised: 10/1/2015

Effective date: 10/1/2015

Chicago Campus Safety/Administrative Automobile

1. The University maintains an unmarked Campus Safety/Administrative vehicle.
2. The Director of Campus Safety and Transportation (DCST) has administrative responsibility for the vehicle and is the primary operator. A limited number of approved Campus Safety staff may operate the vehicle for official University Campus Safety business, such as traveling between the Schaumburg and Chicago Campuses, attending court, off site meetings/training, maintenance, and transporting the University President on local trips.
3. Only authorized persons are allowed to ride in the vehicle for University related business, for example, a Roosevelt student being driven to the police station to file a police report. With the exception of the President, the vehicle does not serve as taxi or transport service for University departments.
4. If not in use during normal business hours, the vehicle will be parked in the Hilton Hotel parking garage. Vehicle may be parked temporarily on the 400 S. Wabash block, east curb lane, in the parking space designated for marked Roosevelt University vehicles when in use, but Roosevelt University Campus Safety signage must be displayed on or in vehicle when parked there.
5. After normal business hours, the vehicle is garaged in either the Hilton Hotel garage or the DCST's garage.
6. Should the vehicle be 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 local law enforcement and the DCST, and a Campus Safety incident report completed. Roosevelt University Risk Management will be advised and the insurance company will be notified.
7. Drivers of the vehicle must comply with Roosevelt University Vehicle Safety – Policies and Procedures.
8. After use, the driver is responsible for leaving the vehicle clean and with at least a half tank of gas.