



UNIVERSITY VEHICLE POLICIES AND PROCEDURES

Please review the following university policies prior to renting or operating a vehicle from the car pool. These policies are intended to protect the safety of university faculty, staff, and students, and ensure compliance with any and all State of Illinois laws and regulations.

All of these links are also available on the Facilities & Services website at:
<http://www.fs.illinois.edu/services/transportation-automotive/rental-policies>

Campus Administrative Manual

<http://cam.illinois.edu/vii/VII-c-5.htm>

Cell Phone Usage

- Prohibits the use of mobile electronic devices, including hands-free, while driving.

Business and Financial Policies and Procedures

<http://www.obfs.uillinois.edu/bfpp/section-15-travel/>

Vehicle Rental

- Carpool reservations can be made at my.fs.illinois.edu.

Driver Eligibility

- Must have a valid driver's license and sign all applicable forms.

Approved Usage

- For official university use only. Personal Use is prohibited.

Commercial Insurance

- The university requires the use of commercially insured vehicles primarily for use when non-university individuals are being transported.

Accident Reporting

- Report all accidents resulting in vehicle damage within 24 hours.