

UNIVERSITY OF COLORADO  
OFFICE OF UNIVERSITY CONTROLLER (OUC)

**Finance Procedural Statement: *Courtesy Vehicle Program Requirements***  
**Effective Date: August 15, 2007**

**Introduction**

This Finance Procedural Statement sets forth the requirements that must be included in a *Courtesy Vehicle* program established by an *organizational unit*.

**Terms Used in this Statement**

*Italicized terms* are defined in the Administrative Policy Statement [Dictionary](#).

**Procedural Statement**

*Organizational units* must include the following procedures in their *Courtesy Vehicle* program.

1. Obtain approval from the appropriate Chancellor or President to implement a *Courtesy Vehicle* program based on documented industry standards or market conditions.
2. Establish policies and procedures within the *organizational unit* to comply with all requirements set forth in this procedural statement.
3. Designate a *Courtesy Vehicle* Program Administrator to ensure the *organizational unit* complies with University-wide, campus, and unit policies and procedures.
4. Solicit car dealers to participate in a *Courtesy Vehicle* program. Work with legal counsel to execute an Automobile Loan Agreement, including the State Controller Special Provisions, with each car dealer **prior** to any vehicles being issued to any *employees*.
5. Designate positions to be assigned a *Courtesy Vehicle* in accordance with the criteria in this policy and obtain approval from the *organizational unit's* fiscal principal and the appropriate Chancellor.
6. Within thirty (30) days of a *courtesy vehicle* assignment, report the position's names and numbers and *Courtesy Vehicle* information (includes type and value of car) to Payroll and Benefit Services and Procurement Service Center, including any changes to this information throughout the year.
7. Execute a *Courtesy Vehicle Employee Agreement* with all *employees* assigned a *Courtesy Vehicle* **prior** to any vehicles being issued to any *employees*. *Courtesy Vehicle Employee Agreement* is a legal contract between the University and the *employee* that sets forth the *employee's* understanding of their obligations to the University as set forth in the *organizational unit's* *courtesy vehicle* program policies and procedures (required by item 2 above). Legal counsel should annually approve the content of these agreements.
8. Report all new *Courtesy Vehicles* and exchanges of *Courtesy Vehicles* to the campus Transportation Center to be added to their list of fleet vehicles.
9. Ensure that all *Courtesy Vehicles* are properly registered and have license plates.

10. Ensure that all *employees* authorized a *Courtesy Vehicle* have read the Administrative Policy Statement [Operation of University Vehicles](#), as well as any other procedures, guides and/or training required by the APS and campus *Transportation Authority* policies.
11. On a no less often than an annual basis, properly record in the *Finance System* the associated revenue and expense of the *Courtesy Vehicles*.
12. All *employees* who have been assigned a *courtesy vehicle* authorized for personal usage must obtain non-owned personal liability insurance with a value of no less than \$1,000,000 per occurrence. Proof of insurance needs to be submitted to the *Courtesy Vehicle* Program Administrator within thirty (30) days of vehicle assignment. The *employee* must report any changes in insurance coverage to the *Courtesy Vehicle* Program Administrator within thirty (30) days.
13. Monitor all *employees* who have been assigned a *Courtesy Vehicle* to ensure they are complying with all policies and reporting requirements.
14. The *courtesy vehicle* should be used primarily for *official university business* with incidental personal use (unless so authorized). *Courtesy vehicles* are to be driven only by the *employee* to whom the vehicle has been assigned. Other individuals may drive the *courtesy vehicle* only under the following conditions:
  - a. Another *employee* may drive the vehicle to conduct *official university business*.
  - b. The *employee* is traveling out-of-state for *official university business* and it is more economical to have someone drive the *employee* to the airport rather than pay parking fees at the airport.
  - c. The *employee* is impaired and may not drive the vehicle in a safe manner such as a medical emergency. In this situation it is expected the non-employee will drive the vehicle only as needed to address the medical emergency and/or to drive the vehicle to the *employee's* residence because the *employee* could not drive it home.
15. The *employee* may be reimbursed for mileage driven for *official university business* at a reduced mileage rate as set forth in the university procurement procedures.
16. The sponsoring car dealer's requirements, including limitations on mileage driven, must be considered when planning to take a *courtesy vehicle* out of state. Written authorization must be obtained from both the appropriate *fiscal principal* and *transportation authority* prior to taking a *courtesy vehicle* out of state.
17. The *organizational unit* **will not** provide another *courtesy vehicle* to an *employee* if a *courtesy vehicle* provision is cancelled due to abuse of the vehicle, violation of the university policy or procedure, or failure to maintain a good relationship with the sponsoring dealer.
18. University fleet fuel cards are not allowed to be assigned to *courtesy cars*.
19. All *courtesy cars* will be returned clean with at least one half tank of gas.
  - a. Car washes and fuel are personal expenses of the person the *courtesy car* is assigned to.
  - b. In the rare case, the *Courtesy Vehicle* Program Administrator needs to have a car cleaned during the assignment/reassignment process, such car washes must be obtained through Transportation Services -- either on-site or through their prearranged price agreements.

### **Exceptions**

Unless approved by the University Controller, there are no exceptions to this procedural statement.

### **Related Administrative Policy Statements (APS), Finance Procedural Statements (FPS), Procurement Procedural Statement (PPS), and Other Policies and Procedures**

- APS [Operation of University Vehicles](#)
- PPS [Travel Authorization and Expense](#)