



OP 91.125: Use of Motor Vehicles by University Student Employees

Purpose

To establish clear and uniform guidelines concerning student employees' use of personal motor vehicles in the performance of their university job duties.

Policy

Ownership of a motor vehicle is not a condition of employment of Mississippi State University student employees nor shall student workers be required to use personal motor vehicles in the performance of their duties.

Procedures

1. The ownership of a motor vehicle shall not be a factor in the selection of student employees.
2. Student employees shall not be required to use their personal vehicles in the performance of their duties.
3. University traffic rules and regulations are applicable to all members of the university community, regardless of employment status or whether driving personal or university vehicles.
4. A student employee who chooses to use a personal motor vehicle for off-campus travel necessary for the conduct of departmental/unit business must have proper travel authorization and normal expense reimbursement.

Review

The Vice President for Student Affairs is responsible for the review of this operating policy every four years or as needed.

REVIEWED BY:

/s/ Regina Hyatt
Vice President for Student Affairs

04/07/2016
Date

/s/ Timothy N. Chamblee
Assistant Vice President & Director
Institutional Research and Effectiveness

04/08/2016
Date

/s/ Joan Lucas
General Counsel

04/12/2016
Date

APPROVED BY:

/s/ Mark Keenum
President

04/21/2016
Date