

STUDENT AFFAIRS OP 91.125: Policy on Use of Motor Vehicles by University Student Employees at Mississippi State University

Date: April 17, 1995 (Revised 04/03/06)

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.

THIS POLICY HAS BEEN SUPERSEDED

**DIVISION OF STUDENT AFFAIRS
OPERATING POLICIES AND PROCEDURES**

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Mississippi State University**

REVIEWED BY:

/s/ William Kibler
Vice President for Student Affairs

9/8/2011
Date

/s/ Lesia Bryant
Internal Auditor

9/19/2011
Date

/s/ Joan L. Lucas
General Counsel

9/21/2011
Date

APPROVED BY:

/s/ Mark E. Keenum
President

9/26/2011
Date

THIS POLICY HAS BEEN SUPERSEDED