



Applies to: University units that own, lease, or use a university vehicle and all individuals who operate a university vehicle

**Responsible Office**

**Office of Administration and Planning**

**POLICY**

Issued: 12/01/1990  
Revised: 04/18/2023

This policy provides the requirements for the acquisition, use, maintenance, fueling, accident reporting, transfer, and disposal of vehicles owned, leased, operated, or otherwise managed by The Ohio State University, including **low-speed**, **under-speed**, and **utility vehicles**.

**Purpose of the Policy**

To promote responsible use of **university vehicles**, establish requirements for the operation and maintenance of university vehicles, provide consistent oversight, advance the safety and well-being of the university community, promote efficiency while preserving environmental and economic resources, and comply with local, state, and federal laws and regulations.

**Definitions**

| Term                 | Definition  |
|----------------------|---|
| Accident             | Any incident involving a university vehicle that causes damage to persons and/or property.  |
| Alternative fuel     | E85, hybrid electric vehicle (HEV), hydrogen, compressed natural gas, plug-in hybrid electric vehicle (PHEV), propane, and electricity.   |
| Gifted vehicles      | This term includes gift vehicles and gift-leased vehicles.  |
| Gift vehicles        | Vehicles donated to the university, titled to the university, and added to the university fleet.  |
| Gift-leased vehicles | Vehicles leased to the university at no charge.   |
| Personal use         | Any use other than the performance of university business.  |
| Unit                 | A university department in possession of and operating a university vehicle.  |
| Unit Leader          | Head of college or administrative unit (e.g., dean, senior vice president, president, provost).   |
| University vehicle   | Any vehicle owned, leased, operated, or otherwise managed by the university, including gifted vehicles, low-speed vehicles, under-speed vehicles (with exception of those used at golf courses or the airport), and utility vehicles operated on university property. Excludes agricultural equipment, construction equipment, watercraft, and aircraft.  |
| Commercial Vehicle   | Any motor vehicle that meets any of the following:<br>1. a single vehicle with a gross vehicle weight rating (GVWR) of 26,001 pounds or more;<br>2. a combination vehicle with a GVWR of 26,001 or more pounds, provided the GVWR of the vehicle(s) being towed is 10,001 pounds or more;<br>3. a vehicle designed to transport 16 or more passengers (including the driver); or<br>any size vehicle which requires hazardous material placards or is carrying material listed as a select agent or toxin in <a href="#">42 CFR part 73</a> . |
| Low-speed vehicle    | A three- or four-wheeled motor vehicle with an attainable speed in one mile on a paved level surface of more than 20 miles per hour but not more than 25 miles per hour and with a GVWR less than three thousand pounds. Includes but is not limited to modified golf carts (i.e., those with windshields, headlights, etc.) and gem cars.  |
| Motor vehicle        | Any vehicle that is propelled by its own power, except for utility vehicles, under-speed vehicles, motorized bicycles, electric bicycles, road rollers, traction engines, power shovels, power cranes, and other equipment used in construction work and not designed for or employed in general highway transportation.  |
| Trailer              | Any vehicle not propelled by its own power that is designed or used for carrying property or persons wholly on its own structure and must be drawn by a motor vehicle for its movement.   |



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| Term                | Definition   |
|---------------------|--|
| Under-speed vehicle | A three- or four-wheeled motor vehicle with an attainable speed in one mile on a paved level surface of not more than 20 miles per hour and with a GVWR less than three thousand pounds. Includes but is not limited to unmodified golf carts.   |
| Utility vehicle     | A motor vehicle designed with a bed, principally for the purpose of transporting material or cargo in connection with construction, agricultural, forestry, grounds maintenance, lawn and garden, materials handling, or similar activities. Includes but is not limited to Gator and Kubota utility vehicles. |

### Policy Details

#### I. Overview

- A. Transportation and Traffic Management (TTM) implements, administers, and interprets rules, policies, and standards/requirements applied to all university vehicles regardless of the method obtained (purchased, leased, donated, intra-departmental transfer, or other), source of funds, or intended use.
- B. TTM acquires and manages all university vehicles regardless of the method obtained, source of funds, or intended use to ensure **unit** compliance with [University Fleet Standards \(UFS\)](#).
  - 1. Acquisition and use of under-speed vehicles for The Ohio State University golf courses are exempt from this requirement.
- C. Any requests for exceptions to this policy will be decided by TTM.

#### II. Applicable Principles

- A. All units that own, lease, or use university fleet vehicles must comply with the [UFS](#) as well as the following objectives:
  - 1. Supporting teaching, learning, research, and service;
  - 2. Conserving resources;
  - 3. Balancing initial and long-term operating costs; and
  - 4. Complying with external laws and regulations and other university policies.
- B. Tobacco use is prohibited in any university vehicle. See [Tobacco Free Ohio State policy](#).

#### III. Federal alternative fuel vehicle regulations apply to university vehicles.

- A. As of September 1, 2010, the university is required to purchase alternative fuel vehicles in accordance with [42 U.S.C. § 13251](#).
  - 1. University vehicles purchased after September 1, 2010, are not required to be fueled with alternative fuel, but must be capable of doing so.
  - 2. The mandate only applies to light duty vehicles, up to and including 8500 GVWR, excluding public safety and automotive research vehicles.
  - 3. Units must purchase alternative fuel vehicles as defined by the [U.S. Department of Energy](#).
- B. The university may accept **gift vehicles** and **gift-leased vehicles** that do not meet the federal alternative fuel vehicle regulations.

#### IV. Vehicle Use and Operations

- A. Operation and parking of all university vehicles must be in accordance with the university's [Transportation and Parking Rules, Chapter 3335-21](#), as well as all federal, state, and local laws and regulations.
  - 1. Drivers operating vehicles classified as **commercial vehicles** must comply with the [Federal Motor Carrier Safety Administration Regulations](#).
- B. University vehicles are to be used only for authorized university business. It is the responsibility of the **unit leader** or designee to enforce proper use of university vehicles assigned to the unit.



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- C. Only authorized individuals may operate university vehicles.
    - 1. An individual is considered authorized once the [Driver Registration form](#) has been submitted to TTM.
    - 2. Individuals who have not completed the [Driver Registration form](#) may not be covered by university insurance when operating a university vehicle and may be liable for all damages and claims.
    - 3. The unit leader or designee must ensure that drivers are licensed and registered with TTM for insurance coverage (see Procedure IV below).
  - D. Units must maintain their university vehicles and arrange and pay for repairs and preventative maintenance as set forth in the [UFS Safety and Maintenance Standards](#).
    - 1. Purchases of repair services must be made in compliance with the [Purchasing policy](#).
  - E. Drivers should conserve fuel by minimizing vehicle idling time to that which is necessary to accomplish work-related tasks.
- V. **Personal use** of a university vehicle is prohibited except when employees are required to travel for business on a regular basis and it is inefficient and more costly to return to a central point and exchange a university vehicle for a personal vehicle.
- A. University vehicles not authorized for personal use must be housed on university property when not in use unless otherwise directed by the unit leader or designee with proper adherence to the [UFS Vehicle Use Standards](#) for overnight and extended use.
  - B. Commuting between the employee's residence and work is considered personal use of a university vehicle and a taxable benefit to the employee, regardless of whether the university authorizes the employee to take the university vehicle to their residence.
  - C. Employees who work remotely and are assigned a university vehicle to perform their job may not use the university vehicle for travel that is not related to their employment duties.
  - D. On-call employees may not use their assigned university vehicle for personal use.
  - E. IRS regulations exempt certain personal use of "qualified nonpersonal-use vehicles" from tax reporting and withholding requirements. A qualified nonpersonal-use vehicle is any vehicle that the employee is likely not to use more than minimally for personal purposes because of its design (e.g., clearly marked police vehicles). For additional information, contact Payroll Services in the Office of Business and Finance.
- VI. The university has established additional requirements associated with full-size vans.
- A. The university is prohibited from owning or operating 15-passenger vans.
  - B. 12-passenger vans are prohibited from towing **trailers** unless equipped with dual rear wheels to mitigate rollover risk.

## PROCEDURE

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- I. Vehicle Acquisition Requests and Process
  - A. Prior to acquisition of any university vehicle by any unit, regardless of the desired acquisition method (purchase, lease, donation, intra-departmental transfer, or other), source of funds, or intended use, units must submit a [Vehicle Request form](#) to TTM.
    - 1. Transfer of vehicles from the Office of Sponsored Research requires prior approval of the Office of Sponsored Programs property administrator.
  - B. All vehicle requests require the review and approval by the TTM director or their designee.
  - C. When a request is approved, TTM in coordination with the requesting unit, will manage the acquisition process in accordance with the [Purchasing policy](#).



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- II. Vehicle Receipt, Acceptance, Registration, and Fees
  - A. TTM acts as the receiver for all newly obtained university vehicles regardless of source.
  - B. Before a vehicle can be accepted by the unit, TTM must ensure that:
    - 1. The vehicle record is created and entered into the University Fleet Management System;
    - 2. Title and registration are properly filed; and
    - 3. University self-insurance is in effect.
  - C. TTM maintains all legal documents pertaining to the titling, registration, and transfer of all university vehicles.
  - D. The TTM director or designee authorizes all titling and registration transactions and coordinates registration and licensing with the lessor and the leasing unit for all vehicles leased by the university.
  - E. Fleet fee
    - 1. TTM applies an annual per vehicle fee to units operating university vehicles, which covers the cost of fleet administrative services (accident claims management, acquisition/disposition, titling, annual reporting, and the annual safety inspection). Information about the fee can be found on the [Fleet Vehicle Fee Memo](#).
    - 2. The fee is not prorated or partially refunded when returning a leased vehicle or transferring or disposing of vehicles during the year.
- III. University Fleet Standards (UFS)
  - A. Units that own, lease, or use university vehicles and individuals who operate university vehicles must follow the operational requirements in the [UFS](#) to ensure efficient, safe, and reliable vehicle operations university-wide. The operational requirements are divided into the following four categories:
    - 1. Appearance standards
    - 2. Vehicle use standards
    - 3. Safety and maintenance standards
    - 4. Vehicle life cycle and replacement standards
- IV. Driver Qualifications and Registration
  - A. At a minimum, all university vehicle drivers must:
    - 1. Have a valid U.S. or Canada driver license;
    - 2. Be at least 18 years of age;
    - 3. Be university faculty, staff, student employee, or otherwise working/volunteering in an official capacity for the university;
    - 4. Be authorized by the unit leader or designee; and
    - 5. Be registered with TTM for insurance purposes.
  - B. To register with TTM, a driver and their unit must complete a [Driver Registration form](#). An individual is not authorized to operate a university vehicle until the unit submits the completed form to TTM.
  - C. The unit must ensure that all driver qualifications are met prior to submitting the [Driver Registration form](#).
  - D. When assessing driver qualifications, the unit may consider the composite driving record, both personal and professional, and may obtain a copy of the official driving record of any registered driver from the applicable state, territory, or province.
- V. Accident and Insurance Reporting
  - A. The driver must file a police report with local authorities for any **accident** involving a university vehicle.
  - B. The driver must report all accidents to the unit immediately. Failure to report in a timely manner may result in disciplinary action, up to and including termination.
  - C. Units are required to report all accidents to TTM within 48 hours of the occurrence using the [Accident Report form](#).
  - D. TTM handles all communication with insurance companies and processes all insurance claims for university vehicles. Units and drivers should not contact insurance companies without prior approval from TTM.



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- E. Units may not authorize repairs, other than emergency repairs to safely return to their lodging/destination, until authorization is received from TTM.
- VI. Fueling and Use of Commercial Fuel Cards and TTM Fuel Cards
  - A. Drivers must use TTM fuel cards and/or commercial fuel cards issued by TTM only for the specific vehicles to which the cards are assigned.
  - B. Only TTM-issued commercial fuel cards can be used to purchase fuel.
  - C. University vehicles on the Columbus campus and/or regional campuses with university fueling stations, should be fueled at those stations whenever possible.
    - 1. University-owned fuel sites must be equipped with a site controller device to monitor fuel that is dispensed.
  - D. If use of a university fueling station is not feasible, or the university vehicle is to be used off the Columbus campus or on extended trips, units may submit a [Commercial Fuel Card Application](#) to TTM.
    - 1. TTM issues commercial fuel cards upon application approval.
    - 2. Commercial fuel card use is restricted to university expenses (e.g., fuel, repairs).
    - 3. PCards may not be used in lieu of a commercial fuel card to fuel university vehicles.
- VII. Disposal of University Vehicles
  - A. When disposing of a university vehicle, the unit must:
    - 1. Complete a [State Vehicle Disposal form](#); and
    - 2. Return all TTM fuel cards, commercial fuel cards, state license plates, and copies of the registration to TTM.
  - B. TTM handles the disposal of all university vehicles.
- VIII. Special considerations for low-speed, under-speed, and utility vehicles
  - A. Drivers of low-speed, under-speed, and utility vehicles must meet the driver qualifications specified in Procedure IV.
    - 1. The unit must ensure that all driver qualifications are met prior to submitting the [Driver Registration form](#).
  - B. Safety requirements for low-speed, under-speed, and utility vehicles:
    - 1. Passengers must be properly seated at all times when the vehicle is in motion.
    - 2. The number of passengers in each vehicle may not exceed the number of seat belts provided by the vehicle manufacturer or the number of seats reasonably available.
    - 3. All body parts must remain within the confines of the vehicle at all times when the vehicle is in motion.
    - 4. If applicable, all vehicles not immediately in use should have the key removed and the parking brake set.
  - C. Low-speed, under-speed, and utility vehicles must be positioned so that those vehicles do not block a sidewalk or building entrance.
- IX. Low-speed Vehicles
  - A. Ohio law considers low-speed vehicles “motor vehicles.” They must be operated in accordance with state and local laws governing motor vehicles and this policy.
  - B. Low-speed vehicles are prohibited from being driven on sidewalks, turf, or crosswalks.
- X. Under-speed Vehicles
  - A. Under-speed vehicles are prohibited from being operated on public roadways except when closed to traffic for a special event on campus such as student move-in day.
  - B. Under-speed vehicles are not to be used for general transportation purposes on campus and are limited to:
    - 1. Transporting athletics equipment;
    - 2. Moving equipment across turf; and
    - 3. Additional purposes (e.g., special events such as student move-in day) approved by TTM.



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**XI. Utility Vehicles**

- A. Utility vehicles are not to be used for general transportation purposes and are limited to grounds or maintenance work on campus.
- B. Utility vehicles equipped with plows, salt spreaders, chemical deicers, or those used for roads, grounds, and facility maintenance may be driven on roadways, must display a slow-moving vehicle sign in the rear, and must use a strobe light or similar warning device during operation.
- C. Utility vehicles must be titled, have a valid registration, and display license plates when applicable.
  - 1. TTM is responsible for acquiring the required documents and providing the license plates.
  - 2. Utility vehicles that are not able to display a license plate are required to display a conspicuous fleet identification number provided by TTM.
- D. When utility vehicles are operated on sidewalks, they must yield to pedestrians and speed must not be greater than the speed of the pedestrian traffic.
- E. Utility vehicles may not operate on grass except when performing maintenance within a grassy area. They cannot be driven on grass as a cut through.

**Responsibilities**

| Position or Office                                  | Responsibilities  |
|---|---|
| Driver  | <ol style="list-style-type: none"> <li>1. Follow the Transportation and Parking Rules and all applicable provisions in this policy (e.g., special provisions apply to low speed and utility vehicles, golf carts).</li> <li>2. Comply with all federal, state, and local traffic laws.</li> <li>3. Obtain authorization prior to operating vehicles by completing and submitting a completed Driver Registration form.</li> <li>4. Conserve fuel by minimizing vehicle idling time.</li> <li>5. Follow the operational requirements in the UFS to ensure efficient, safe, and reliable vehicle operations university-wide.</li> <li>6. At a minimum, have a valid U.S. or Canada driver license; be at least 18 years of age; be university faculty, staff, student employee, or otherwise working/volunteering in an official capacity for the university; be authorized by the unit leader or designee; and be registered with TTM for insurance purposes.</li> <li>7. File police report with local authorities for any accident involving a university vehicle.</li> <li>8. Report all accidents to the unit immediately.</li> <li>9. Do not contact insurance companies without prior approval from TTM.</li> <li>10. Use TTM fuel cards and commercial fuel cards issued by TTM only for the specific vehicles to which the cards are assigned.</li> <li>11. Do not use a university credit card to purchase fuel, except for the TTM commercial fuel card.</li> <li>12. House all vehicles not authorized for personal use on university property when not in use as set forth in the policy.</li> <li>13. Fuel university vehicles on the Columbus campus and/or regional campuses with university fueling stations at those stations whenever possible.</li> <li>14. Use commercial fuel cards only for university expenses (e.g., fuel, repairs).</li> <li>15. Ensure passengers are properly seated as set forth in the policy.</li> </ol> |
| Office of Sponsored Programs property administrator | Approve transfer of vehicles from the Office of Sponsored Research.   |
| Transportation and Traffic Management (TTM)         | <ol style="list-style-type: none"> <li>1. Implement, administer, and interpret rules, policies, and standards/requirements applied to all motor vehicles covered by this policy.</li> <li>2. Acquire and manage all university vehicles regardless of the method obtained, source of funds, or intended use to ensure unit compliance with UFS.</li> <li>3. Decide any requests for exceptions to this policy.</li> <li>4. Manage acquisition process, in coordination with the requestions unit, as set forth in the policy.</li> <li>5. Act as the receiver for all newly obtained university vehicles regardless of source.</li> <li>6. Ensure that vehicle record is created and entered into the University Fleet Management System; title and registration are properly filed; and University self-insurance is in effect prior to a vehicle being accepted by unit.</li> <li>7. Maintain all legal documents pertaining to the titling, registration, and transfer of all university vehicles.</li> </ol>  |





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| Position or Office       | Responsibilities   |
|--------------------------|--|
|                          | <ul style="list-style-type: none"> <li>8. Apply an annual per vehicle fee to units operating vehicles.</li> <li>9. Handle all communication with insurance companies and process all insurance claims for university vehicles.</li> <li>10. Issue commercial fuel cards upon application approval.</li> <li>11. Handle the transfer and disposal of all university vehicles.</li> <li>12. Acquire required documents and provide license plates for utility vehicles.</li> </ul>   |
| TTM director or designee | <ul style="list-style-type: none"> <li>1. Review and approve all vehicle requests.</li> <li>2. Authorize all titling and registration transactions and coordinate registration and licensing with the lessor and the leasing unit for all vehicles leased by the university.</li> </ul>  |
| Unit                     | <ul style="list-style-type: none"> <li>1. Comply with the UFS as set forth in the policy.</li> <li>2. Purchase alternative-fuel vehicles when feasible.</li> <li>3. Maintain university vehicles and arrange and pay for repairs and preventative maintenance as set forth in the UFS Safety and Maintenance Standards.</li> <li>4. Submit a Vehicle Request form to TTM prior to acquisition of any university vehicle.</li> <li>5. Coordinate with TTM when an acquisition request is approved as set forth in the policy.</li> <li>6. Follow the operational requirements in the UFS to ensure efficient, safe, and reliable vehicle operations university-wide.</li> <li>7. Complete and submit Driver Registration forms as set forth in the policy.</li> <li>8. Ensure that all driver qualifications are met prior to submitting Driver Registration forms.</li> <li>9. Report all accidents, to TTM within 48 hours of the occurrence using the Accident Report form.</li> <li>10. Submit a Commercial Fuel Card Application to TTM if use of university fueling station is not feasible, or the university vehicle is to be used off campus or on extended trips.</li> <li>11. Use commercial fuel cards only for university expenses (e.g., fuel, repairs).</li> <li>12. Complete a State Vehicle Disposal form and return all TTM fuel cards, commercial fuel cards, state license plates, and copies of the registration to TTM when disposing of a university vehicle.</li> <li>13. House all vehicles not authorized for personal use on university property when not in use as set forth in the policy.</li> <li>14. Ensure passengers are properly seated as set forth in the policy.</li> </ul> |
| Unit leader              | <ul style="list-style-type: none"> <li>1. Enforce proper use of vehicles assigned to the unit.</li> <li>2. Ensure that vehicle drivers are licensed and registered with TTM for insurance coverage.</li> <li>3. Authorize in advance any personal home use of a university vehicle for business travel.</li> </ul>   |
| University               | <ul style="list-style-type: none"> <li>1. Purchase alternative fuel vehicles in accordance with 42 U.S.C. § 13251.</li> <li>2. May accept gift vehicles and gift-leased vehicles that do not meet the federal alternative fuel vehicle regulations.</li> </ul>   |

**Resources**

Governance Documents

42 CFR Part 73 – Select Agents and Toxins, [govinfo.gov/content/pkg/CFR-2021-title42-vol1/pdf/CFR-2021-title42-vol1-part73.pdf](https://www.govinfo.gov/content/pkg/CFR-2021-title42-vol1/pdf/CFR-2021-title42-vol1-part73.pdf)

42 U.S.C. § 13251, [uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title42-section13251&num=0&edition=prelim](https://www.uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title42-section13251&num=0&edition=prelim)

Federal Motor Carrier Safety Administration Regulations, [fmcsa.dot.gov/regulations](https://www.fmcsa.dot.gov/regulations)

Purchasing policy, [go.osu.edu/purchasing-policy](https://go.osu.edu/purchasing-policy)

State & Alternative Fuel Provider Fleets, [epact.energy.gov/key-terms](https://epact.energy.gov/key-terms)

Tobacco Free Ohio State policy, [hr.osu.edu/public/documents/policy/policy720.pdf](https://hr.osu.edu/public/documents/policy/policy720.pdf)

Transportation and Parking Rules, [ap.osu.edu/sites/default/files/ttm\\_codified-rules.pdf](https://ap.osu.edu/sites/default/files/ttm_codified-rules.pdf)

Travel policy, [go.osu.edu/busfin-travel-policy](https://go.osu.edu/busfin-travel-policy)

University Fleet Standards, [go.osu.edu/ufs](https://go.osu.edu/ufs)



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**Forms**

Fleet Services Forms are available at [go.osu.edu/fleet-services](http://go.osu.edu/fleet-services)

Accident Report, [go.osu.edu/vehicleaccidentreport](http://go.osu.edu/vehicleaccidentreport)

Certificate of Personal Use Mileage, [go.osu.edu/personalusemileage](http://go.osu.edu/personalusemileage)

Commercial Fuel Card Application, [go.osu.edu/fleetcardapplication](http://go.osu.edu/fleetcardapplication)

Driver Registration, [go.osu.edu/driverregistration](http://go.osu.edu/driverregistration)

Fleet Vehicle Fee Memo, [go.osu.edu/fleet-fee](http://go.osu.edu/fleet-fee)

Gift Vehicle Registration, [go.osu.edu/gift-vehicle](http://go.osu.edu/gift-vehicle)

Interdepartmental Transfer, [go.osu.edu/ownership-transfer](http://go.osu.edu/ownership-transfer)

Mileage Log, [go.osu.edu/mileagelog](http://go.osu.edu/mileagelog)

Personal Use of a Vehicle, [go.osu.edu/personal-use-request](http://go.osu.edu/personal-use-request)

State Vehicle Disposal, [go.osu.edu/vehicledisposal](http://go.osu.edu/vehicledisposal)

Vehicle Pre-Trip Inspection Form, [go.osu.edu/pretripinspection](http://go.osu.edu/pretripinspection)

Vehicle Request Form, [go.osu.edu/vehiclerequest](http://go.osu.edu/vehiclerequest)

**Additional Guidance**

U.S. Department of Energy alternative vehicle terminology, [epact.energy.gov/key-terms](http://epact.energy.gov/key-terms)

**Contacts**

| Subject   | Office   | Telephone   | E-mail/URL   |
|---|--|---|--|
| General policy questions, insurance, customer service, logos, vehicle acquisition, rental and repairs, EV charging stations | Transportation and Traffic Management, Office of Administration and Planning | 614-292-RIDE (7433); 614-292-6195 (vehicle repair and rental) | <a href="mailto:tminfo@osu.edu">tminfo@osu.edu</a><br><a href="http://ttm.osu.edu">ttm.osu.edu</a> |
| Acquisition (standard and gift)   | Transportation and Traffic Management, Office of Administration and Planning | 614-247-7808  | <a href="mailto:tminfo@osu.edu">tminfo@osu.edu</a><br><a href="http://ttm.osu.edu">ttm.osu.edu</a> |
| Tax issues  | Payroll Services, Office of Business and Finance                             | 614-292-2311  | <a href="mailto:BF-CTL-PR-Accounting@osu.edu">BF-CTL-PR-Accounting@osu.edu</a>                     |
| Vehicles acquired through the Research Foundation   | Office of Sponsored Programs, Office of Research                             | 614-292-6871  | <a href="http://osp.osu.edu">osp.osu.edu</a>   |
| Vehicles acquired through Wexner Medical Center   | Wexner Medical Center Purchasing   | 614-293-2121  | <a href="mailto:BF-PRSM-OSUPUR@osu.edu">BF-PRSM-OSUPUR@osu.edu</a>                                 |

**History**

Issued: 12/01/1990  
Revised: 12/01/2005  
Edited: 10/01/2008  
Revised: 06/17/2019 Policy renamed to University Fleet (formerly Vehicle Acquisition and Use) and now incorporates 15 Passenger Vans, Vehicle Gift-In-Kind, and Vehicle Idling, which are being retired as stand-alone policies  
Edited: 07/26/2019 Definition added for gifted vehicles  
Revised: 03/11/2022 Minor Revision  
Revised: 04/18/2023