



ITS Only - ITS Owned Vehicle Policy

CSU Bakersfield Policy

Document Number: ITS-90.031

Last Revision Date: 3/21/2023

Responsible Office: Information Technology
Services

Effective Date: 3/21/2023

Primary Author: CIO & AVP of Information
Technology

General Description

Purpose:

This is an internal department policy for Information Technology Services. This is not a university wide policy.

Establish a standard on how, when and where ITS golf carts, pickup carts, and pickup vehicles shall be utilized and managed.

Definition:

Golf Cart – ITS owned traditional golf cart

Golf Cart pickup – Golf Cart with pickup style bed

Pickup – ITS Ford pickup

Scope:

This policy applies to all Information Technology Services staff, including student assistants.

Policy/Procedure

In addition to Campus Policy UPD-60.004, published by campus University Police, effective August 29, 2022. The following policies and procedures will be followed for the use of ITS owned vehicles:

- Vehicles are to be used for ITS/Campus business purposes.
- Staff will have completed the Campus required driver certificate process.
- Staff checking out cart keys are fully responsible for the return of the cart keys and shall not pass the keys to another employee / staff member to be returned.
- Vehicles are to be returned to the designated parking area as per the cart designated parking areas.
- Whenever possible, electric vehicles shall be plugged in for charging at the end of each use.

- Staff will notify and request permission from their relative manager(s) any time a vehicle will be needed for more than 4 hours – this should be scheduled in advance for all cases where advance planning is required.
- Unless prior permission has been granted, staff shall not keep vehicles checked out over their lunch period.
- Vehicles will be operating following all CSUB and other state motor vehicle laws and policies.
- Vehicles will be always operated in a safe manner with an extreme emphasis on campus safety.

Violations of this policy will result in a discussion with your respective MPP. Subsequent violations will be discussions with CSUB Human Resources.

Review (Frequency and Process)

This policy shall be reviewed bi-annually by the Associate Vice President & CIO or a designate.

Related Documents

Related Documents:

Document Type:	Document Name:	Document Number:
CSU Bakersfield Policy	Vehicular Use and Speed Limit on Campus Service Roads and Red Brick Road	UPD-60.004