

PROCEDURE LIT.1.03.01  
USE OF LAMAR INSTITUTE OF TECHNOLOGY MOTOR VEHICLES AND  
EQUIPMENT

**SCOPE:** Faculty, Staff, Student

1. The use of state-owned motor vehicles or equipment except on official business is prohibited. State employees are expressly prohibited from using state vehicles in connection with any political campaign or any personal or recreational activity. State funds may not be used to reimburse employees for expenses incurred in violation of this provision.
  - 1.1. In order to carry out the mission of Lamar Institute of Technology (LIT), the college has deemed it necessary to purchase and lease motor vehicles. These vehicles include cars, trucks, and vans. While providing these vehicles, LIT also assumes the liability associated with the operation of these motor vehicles. In order to protect its investment and control the risk associated with operation of these motor vehicles, LIT has established this policy governing the use and operation of all vehicles either owned or leased by the college.
  - 1.2. All vehicles and equipment are to be used exclusively for LIT business.
  - 1.3. All vehicles owned by LIT shall be maintained on a regular schedule with the work performed by the department of fleet management or an authorized vendor who provides vehicle maintenance as a regular part of their business. Vehicles leased by LIT must have maintenance performed in accordance with the terms of the lease agreement.
  - 1.4. All designated employees must be approved in writing on an annual basis, by the Director of Safety, before they are authorized to operate motor vehicles owned or leased by LIT. Employees must present evidence of the possession of a valid driver's license and maintain a good driving record. All employees requesting authorization to operate an LIT owned or leased vehicle will be subject to a check of their driving record prior to receiving approval. The employee must provide written permission before the check can proceed. The Director of Safety will verify the list of approved drivers with supervisors annually.
    - 1.4.1. Shared services employees working for LIT but hired by another component shall be approved by their hiring component and are required to show proof of their approved annual check prior to operating an LIT vehicle.
  - 1.5. If deficiencies are found in an employee's driving record, they may be subject to denial to use of a vehicle or may be requested to attend and successfully complete a program of driver education before approval is given.
  - 1.6. An employee who has, as part of their job description, the requirement to drive a college-owned vehicle and is not able to receive authorization may be subject to termination of employment.

- 1.7. Any employment candidate who has, as part of their job description, the requirement to drive an LIT vehicle, is subject to authorization by the Director of Safety, with the assistance of Human Resources, as a condition of employment and must be approved prior to driving any LIT vehicle.
- 1.8. When returning a college vehicle, employees shall ensure the fuel tank is full, complete the vehicle mileage log, and report any issues with the vehicle.
- 1.9. Students may only operate college owned, controlled, or leased motor-driven vehicles or equipment in conjunction with their course of study and under the supervision of an employee who is an approved driver.
  - 1.9.1. Students may be subject to a check of their driving record prior to being allowed to operate a college owned, controlled, or leased motor-driven vehicle or equipment.
  - 1.9.2. Students must sign a liability waiver in favor of the Component, the Board of Regents, the System, and their respective officers, employees, or agents prior to being allowed to operate a college owned, controlled, or leased motor-driven vehicle or equipment.
- 1.10. Any employee may have their driving privileges revoked at any time by the President when in his/her judgment it is in the best interest of the college.
- 1.11. In addition, driving privileges may be revoked upon:
  - 1.11.1. Falsification of information given in acquiring authorization to operate a college-owned or leased vehicle;
  - 1.11.2. Involvement in an accident that was caused by the careless operation of the college vehicle;
  - 1.11.3. Receiving a traffic citation while operating a college vehicle; or
  - 1.11.4. Violations of LIT rules governing the operation of vehicles.

**Related Policies:** LIT.1.03

**Relevant Forms/Documents:**

**Relevant TSUS Policies/Forms/Documents:** Texas State University System (TSUS) Rules and Regulations Chapter VII. *Ethics Policy for Regents and Employees of The Texas State University System*, Section 10. *Provisions Related to Employees Engaged in Procurement of Goods and Services*, 10.12 *Use of Component Resources*

**Relevant Statutes:** Texas Government Code, Title 10 *General Government*, Subtitle E. *Government Property*, Chapter 2203. *Use of State Property*, 2203.004 *Requirement to Use*

*State Property for State Purposes*

**Relevant SACSOC Standards:**

**Document History:**

*Adopted:*

*Reviewed:*

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