The University of Central Oklahoma requires all members of the university community to comply with all applicable laws while driving university vehicles or while driving any other motor vehicles in connection with university-related activities or business. Prior to operating a vehicle on university business, the driver agrees to:

- Possess a valid driver’s license for the type of vehicle to be driven as outlined in UCO’s Driver’s License Policy (UCO Policy ID: ADM-HUM-65).
- Use a University vehicle for authorized business only per UCO’s Use of State Vehicles and Private Automobiles Policy (UCO Policy ID: ADM-LEG-11).
- Not allow any unauthorized person (person not engaged in UCO Official Business) to drive the vehicle.
- Inspect the vehicle for safety concerns; check the tires, wipers, lights and safety equipment for observable defects. Report any defects immediately to his or her supervisor prior to use. It may be necessary to use a different vehicle.
- Use seat belts and require all occupants to do likewise in accordance with state laws.
- The number of passengers should not exceed the number of seat belts.
- Operate the vehicle in accordance with UCO regulations, know and observe all applicable traffic laws, ordinances and regulations, and use safe driving practices at all times.
  - Stop at all stop signs
  - Yield to all pedestrians
  - Obey all traffic signs and signals
  - Do not drive on walkways unless necessary for direct business purposes
  - Do not use hand held cell phones or radios while driving
    - No texting while operating a motor vehicle on state business per Governor’s Executive Order 2010-06 (https://www.sos.ok.gov/documents/executive/712.pdf)
- Drive the vehicle at speeds appropriate for road conditions.
- Assume total responsibility for any and all fines or traffic violations associated with use of a university vehicle, rented vehicle, or privately-owned vehicle on University business.
- Not drive under the influence of drugs or alcohol.
- Not drive if taking prescription or non-prescription medication that may cause drowsiness or interfere with mental alertness.
- Not transport unauthorized passengers (person not engaged in UCO Official Business).
- Turn off engine and remove the keys when it is left unattended.
- Lock vehicle when not in use.
- Not drive the vehicle off-road unless it is designated for that use.
- Park in appropriate parking areas on and off-campus.
- If involved in an accident, please refer to and follow the steps outlined in the State of Oklahoma Accident Information Tri-Fold.
- Immediately report all accidents to supervisor, Police Services, Motor Pool, and Risk Management. Immediately report all traffic violations to supervisor.
- Be subject to applicable University disciplinary procedures for violations of university policy or rules.