

**Rule No. 33.04.99.T1 (Effective 7/10/2003)**  
(Supplements [System Policy 33.04](#))

## **Transporting Non-Employees in University-owned or University-leased vehicles**

PURPOSE: To promote efficient and orderly use of university vehicles.

### 1. General

If Tarleton employees transport non-employees in university-owned or university-leased vehicles, the travel exposes Tarleton State University and the employee to the risk of liability from that non-employee as well as to a third party. Tarleton's objective is to control and minimize the financial risk of travel.

### 2. Related Business Purpose

Tarleton employees may transport non-employees in university-owned or university-leased vehicles only if the travel for the non-employee is directly related to university business sanctioned activity. On such occasions any liability for property damage and bodily harm resulting from an accident may not rest solely with the university. Circumstances related to an accident may result in the assignment of liability for damages incurred from the accident to the employee, passenger, or another party.

Non-employees are not authorized to drive a university-owned or university-leased vehicle unless the employee's continued operation of the vehicle poses an immediate threat to the safety and well being of the passengers.

Tarleton employees traveling on behalf of the university and traveling with non-employees are encouraged to use private vehicles.

### 3. Unrelated Business Purpose

The use of university-owned or university-leased vehicles for personal use or for commuting is prohibited except when doing so allows the employee to effect significant time or cost savings or meet a specific out-of-town appointment to conduct university business.

Contact Office: Finance and Administration