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**Introduction**

The North Dakota University System (NDUS) began a review of State Fleet vehicle usage and business practices in the fall of 2009. NDUS legal counsel reminded campus officials that insurance coverage on state fleet vehicles is provided solely by State Risk Management (RMP). North Dakota Century Code creates specific coverage for state owned or leased vehicles based strictly on what is construed as state/university business. RMP is unable to provide insurance coverage for certain instructional programs or usage that is recreational or personal in nature.

In determining if the intended travel using a state fleet vehicle, including the destination and stopping points, is approved, ask yourself the following questions:

- Is the travel within the scope of my position at the University?
- Am I acting on behalf of the state or conducting state business?
- Am I being required to act on behalf of the state or being required to conduct state business?

If the answer is “no” to any of these questions, the request to travel will not be approved by RMP because the activity is not covered under insurance.

Following are sections on who is allowed to operate a state vehicle, examples of approved purposes for use of a state vehicle, inappropriate use of a state vehicle, and other useful information about state fleet.

**This manual was adopted from the VCSU Policies V1910.02 Use of State Vehicles and V512 Student Drivers and Use of State Vehicles by Student Groups. For the full policies, please refer to the VCSU Policy Manual.**
Section I. Operating Guidelines

Who can drive a State Fleet vehicle?
A. An employee with a valid permanent driver’s license with a record of taking a defensive driving course in the last four (4) years.
   1. If an employee does not have a US driver’s license they may still drive a state vehicle only if they have an International Driving Permit. State Fleet honors licenses from Canada and Mexico without an International permit.
   2. The driver must be 18 years of age.
B. Students may operate a state vehicle under certain circumstances. Refer to Section III.
C. Liability coverage under the RMF only applies to the State and state employees. State law defines a state employee as an employee of the state or any person acting on behalf of the state in an official capacity, temporarily or permanently, with or without compensation. N.D.C.C. § 32-12.2-01(8). A volunteer employee may be considered a state employee under the RMF even though they are unpaid, as long as the activities are under the direction and control of the State through competent authority to the same extent as for regular employees.

“Competent Authority” means an employee who has been delegated or provided specific authority by formal policy or job description to perform certain functions for the State, such as: to hire/supervise/direct a person to serve as a volunteer for specific purposes, and to authorize certain activities within the scope or course of their duties. An employee may be held accountable for the persons and activities he/she has so authorized. This means that it is possible for an employee and/or the institution to be responsible for losses, if there is deliberate indifference or disregard to the applicable laws and procedures.

What are the criteria to operate a Large Passenger Van or People Mover?
A. Employees can operate a Large Passenger Van (12-15 passengers) under the following circumstances:
   1. The trip has been approved as official University business.
   2. An employee with a valid permanent driver’s license with a record of taking a defensive driving course in the last four (4) years.
      a. If an employee does not have a US driver’s license they may still drive a state vehicle only if they have an International Driving Permit. State Fleet honors licenses from Canada and Mexico without an International permit.
      b.The employee successfully completed the required DOT online training.
      **Additional behind-the-wheel training may be required.
         1. The online training is requested through the campus Safety Coordinator at least 2-3 weeks prior to vehicle usage.
         c. Students are not permitted to operate a Large Passenger van.
B. Employees can operate the People Mover under the following circumstances:
   1. The trip has been approved as official University business.
   2. The driver has a valid CDL license with passenger endorsement.
      a. If the group requires a driver, the Facilities Services office can provide a list of
         eligible drivers.
      b. Eligible volunteer drivers may also operate the People Mover by filling out the
         VCSU form Request for Volunteer or Student Driver.
   3. Students are not permitted to operate the People Mover.

Who can ride in State Fleet vehicles?
A. Students may ride along in a state vehicle only if the trip has been approved as official
   University business. This may include presenting or recruiting on behalf of VCSU or
   representing VCSU in a competition. (Ex. Employee’s use of a state vehicle to attend a
   conference and students wish to attend. The students are approved passengers ONLY IF
   they are presenting, representing, or recruiting on behalf of the University.)
B. Non-University passengers are NOT allowed to ride in a state vehicle. (Ex. spouses, children,
   animals, or hitchhikers.)
   1. There are rare cases in which non-university passengers can ride in a state vehicle
      with administration approval.

What do I do if I receive a traffic violation while operating a State Fleet vehicle?
A. The North Dakota State Fleet Policy Manual requires operators to obey and comply with all
   traffic laws and regulations governing the operation of motor vehicles. Copies of all law
   enforcement traffic citations will be forwarded to the campus from the DOT Office for
   appropriate disciplinary action. Operators are responsible, without reimbursement, for all
   parking and traffic fines accrued while operating a state vehicle.

What should I do if I am in an accident while operating a State Fleet vehicle?
A. All accidents involving a State Fleet vehicle must have a police report completed at the time
   of the occurrence.
B. Report the accident as soon as possible to the VCSU Safety Office. The Safety Office will
   complete the SFN 51301 Motor Vehicle Accident Report upon receiving the incident report
   from the driver.
Section II. Usage Guidelines

Driving must be for State business.
The parameters of State business are established by and through various sources including: the constitution, the legislature through laws of this State; and agency and department officials through implementation of administration policies. State business must, by its very nature, be controlled by the State. Its purpose is to fulfill the functions of the governmental entity. Although State business often involves providing a public service or benefit, the recipients of those benefits cannot be designated as actors engaging in State business merely by virtue of receipt of those benefits. The identification of some public benefit alone is insufficient to make an activity State business. Rather, the activity must be directed or authorized pursuant to the legal structure and controls that govern the institution.

Operation of the vehicle must be within the scope of employment.
State vehicles may be driven only to conduct state business and only by state employees in the course of the duties of their employment. Pursuant to state law, scope of employment means that the state employee was acting on behalf of the state in the performance of duties or tasks of the employee’s office or employment lawfully assigned to the employee by competent authority or law. N.D.C.C. § 32-12.2-01(6). The employee’s use of a state vehicle must be under direction and control of their employer. The same standard applies to any occupants in the vehicle: they must be performing duties of their employment for the State or their presence must be necessary to fulfill the state activity in questions, as determined by competent authority.

Smoking is prohibited in all state vehicles.
Every state vehicle clearly and conspicuously posts at least on sign, visible from the vehicles exterior, stating that smoking is prohibited (as outlined in N.D.C.C. 23-12-10.4-3).

Vehicle Rates and Billing
Vehicle group codes and rental rate codes have been established by the NDDOT for each vehicle type to determine the respective mile/hour rate charged. Vehicle odometer/hour meter readings must be recorded and returned to the Facilities Services Office monthly. Mileage/hourly charges from State Fleet, allocated by vehicle, are electronically billed to departmental accounts through the Business Office. It is crucial that each department properly identifies the department to be billed (ex. Baseball Recruiting, Enrollment Service, Academic Affairs, etc.).

Fueling and Other Expenses
Gasoline and diesel fuel is available 24 hours a day, seven days a week with an automated fuel dispensing system located at the Valley City DOT Shop. State Fleet policy requires users to fuel state vehicles at NDDOT district facilities whenever possible. Fueling procedures and sites are identified in the State Fleet Services Policy Manual.

The North Dakota Department of Transportation is responsible for all operational costs for the state owned licensed vehicles. All service and operational cost information, for each unit, is entered into a computer based program, providing cost accounting and preventative maintenance records for an efficient fleet management system. Except in emergency situations, all state fleet vehicles will be serviced at the Valley City DOT Shop.

The user of the vehicle is responsible for refueling the vehicle before returning to the campus garage. Instructions can be found in the glove box of the vehicle.
**NDDOT Driver ID Card**

Each state fleet vehicle operator will be assigned a unique driver ID # that will be used when fueling state fleet vehicles with the Voyager card. Please do not share or give this number to anyone else to use. If you experience problems with your Driver ID, call the 24/7 emergency telephone number on the bottom of the card. If problems occur that the emergency number does not resolve, you may contact State Fleet Services at 701-328-1434 between 7:30am and 4:00pm for further assistance. To request a Driver ID Card, fill out the VCSU form [Driver ID Form](#).

**Vehicle Cleanliness**

The user of the vehicle is responsible for the following:

A. If needed, washing the car at the location approved by the NDDOT. Carwash instructions can be found in the glove box of the vehicle.
B. Removing debris from the interior of the car, including trash, dirt/mud, and spills. Vacuums are available at the DOT refueling station, in the campus garage and at Valley City fueling sites.
C. Removing any personal items from the car.

If you find a problem with the state vehicle you reserved (i.e. trash, dirty interior/exterior), contact Facilities Services or complete a comment card and place in the comment box, as soon as possible, so the responsible party can be notified.

Facilities Services staff will inspect the cars as they are available and check for comment cards each morning. If a car is found to be in unacceptable condition, the staff will clean the car and submit a report to the Facilities Services Office. The user will be identified and provided a statement of the condition of the car. For multiple offenses, the Vice President for Business Affairs will assign a cleaning charge, to the employee’s department and will notify the employee and the employee’s supervisor.

For DOT State Fleet Vehicles:

A. DOT personnel will inspect the cars and will notify Facilities Services staff if cars are returned in unacceptable condition. Notification will be given to the employee and the employee’s supervisor. Repeat offenders will have their privileges with DOT revoked.

For Student Users

A. The faculty or staff member signing off on the reservation of a state fleet vehicle for a student is responsible for informing the student of the contents of the cleanliness guidelines.
Section III. Student Usage

Overview
NDCC section 39-01-03 prohibits private use of state vehicles. State vehicles may be used by employees or others acting on behalf of the state, including student employees and students who are acting on behalf of the state as a volunteer or in an unpaid status in performing duties assigned by a competent authority. As a general rule, all passengers in the vehicle must also be acting on behalf of the state. Liability coverage for accidents involving state vehicles is provided by NDCC chapter 32-12.2. Chapter 32-12.2 provides coverage for state employees and persons acting on behalf of the state, with or without compensation, who are using a vehicle for state business and who are operating that vehicle within the scope of their employment.

a. A student who is an employee of the University and who must drive a state vehicle as a part of their job will have liability coverage when operating a state vehicle.
b. A student who is not an employee of the University but who is assigned by a competent authority to drive a state vehicle will be considered a “temporary employee” (paid or unpaid), and will have liability coverage when operating a state vehicle.
c. Whether employed or temporarily employed, the student is providing a service to and on behalf of the University.
d. Examples of these instances include but are not limited to: a student in connection to their course of study, is a volunteer coach assigned to do a recruiting trip, or a student in a class who is assigned to drive for a class field trip.
e. There is no liability coverage for student operation of a state vehicle in a course of instruction, such as CDL training or police officer training. In such courses of instruction, the student is acting as a student and the vehicle has become the classroom. The student is then receiving educational services and the student is not acting as a state employee.

North Dakota State Board of Higher Education Policy Manual 512 states: To the extent permitted by state law, student drivers, acting as employees of the University or otherwise acting on behalf of the University, may be allowed to operate state vehicles for approved purposes. Prior to operating a state vehicle, students must follow these guidelines:

a. Provide proof of a valid and current driver's license for the student driver, issued by a state of the United States; a state of Mexico; or a province of Canada. If the student driver has a license issued by a foreign country other than Mexico or Canada, the proposed driver must provide a valid and current driver's license from that individual's country of residency and a valid and current International Driver's Permit. The student driver must be at least 18 years of age.
b. All requests for student operations of state vehicles must comply with provisions of the North Dakota State fleet Policy Manual, issued by the North Dakota Department of Transportation.
c. Fill out the VCSU form, Request for Volunteer or Student Driver and submit to the Facilities Services Office two (2) weeks prior to the trip.

The request to permit a student to operate a state vehicle must show that the student driver is providing a service to the institution by operating a vehicle.
Use of State Vehicles by Student Groups

1. There are a multitude of student organizations: academic or discipline-related clubs, religious, political, services, professional, social, fraternity, sorority, intramurals, honor societies, etc., that engage in travels around the country. Although these travels are “educationally enriching and beneficial to students, and thereby also beneficial to the institutions” and they “contribute to the students’ holistic development”, they are not State business conducted by state employees or agents.
   a. Students are not employees of the State. Rather, students pay fees to institutions so they can receive services (in the form of education) for their personal benefit. The institution has the responsibility to provide certain services to the students, which if required or authorized, are formally established and set forth in a program, curriculum, syllabus, schedule, etc.
   b. Student clubs, groups, organizations (student groups) are not agents or agencies of the State. Activities of student groups are not selected by the institution, nor are the activities conducted at or under the direction, supervision and control of the institution. Therefore, activities of student groups are not considered State business and will not be covered for the RMF.
      i. Student groups are considered private, independent organizations that are governed by students; they are student driven; they can be created at the option of students; and they can be disbanded at the option of students. The fact that the groups may be: associated with or sanctioned by the institution; eligible for some level of funding with student fee revenues allocated by student governments; and subject to compliance with the governing rules for that particular student organization, it does not make them state employees or agents, nor does it make their activities official State business.
      ii. Many student groups have an institution employee as an advisor. The assigned duties of that employee may include “serve as advisor” to a particular student organization. However, the majority of the time, it is not an assigned duty, but rather an activity taken on voluntarily by the employee. Even if the employee assists with planning travels of a student group, and accompanies the group or drives a vehicle on the trip and in doing so provides a certain amount of supervision to the group’s activities, it does not make the trip official State business.

2. It is only when a student group is not a student driven group, but rather is controlled by the institution in its activities, that the student group may be deemed to be engaged in State business. In such situations, the determination to engage in an activity is made and controlled by the institution pursuant to the same legal structure and controls that govern any other activity of the institution. The activity is selected, directed, supervised and controlled by the institution, not the student group and its members. Examples, based upon specifically described situations, include: Student Senate activities, and certain competition event is which students participate as representatives of the University.

Collegiate Athletic Teams

Collegiate athletic programs are different from student organizations. Unlike student clubs and organizations, collegiate athletic programs and teams are official state business. Some of the reasons include:

1. These are activities that the institution controls and directs representation to occur through students.
2. The team schedules (games and practices) are determined and governed entirely by the institution; their membership rules are promulgated and enforced by the institution, as well as nation and regional regulatory entities.

3. The conduct of their members is largely or entirely controlled and supervised by the institution through institution employees, whose employment consists of coaching, training, and supervising the members.

4. Only the institution can start up or eliminate an athletic team.

5. The collegiate athletic teams are funded by the institution and income produced by their activities is that of the institution.

6. Driving associated with such activities is fulfilled by regular full-time state employees or outside entities that are contracted by the institution.

Analyzing Requests for Vehicle Use by a Student or Student Group

1. Is the Institution in control of the activity requiring the proposed travel?
   a. If the institution is only supporting or encouraging an activity, but it is not required or scheduled by the institution and it is pursued voluntarily by the students or student group, then the activity is unlikely State business.
   b. Only state employees may operate a state vehicle. If the person is not an employee, whose job duties routinely include driving to and attendance at the event or activity, or who has previously been assigned by competent authority the additional task of driving to and attending the event, it is unlikely that the activity is State business.

2. Is a student or student group’s involvement in the planned activity necessary? Can the event occur without the institution’s involvement?
   a. Events/activities that can occur without the student’s involvement are unlikely State business.

3. Is the student or student group, in connection with the proposed use of the vehicle, providing public services to or on behalf of the institution, or is the student actually receiving services from the institution?
   a. Students and student groups are recipients of educational services provided by the institution and do not become state actors who are authorized to operate state vehicles in the course of receiving public benefits.

*Virtually all officially determined and controlled state business activities that necessitate use of a state vehicle, by or on behalf of student and student groups, are planned well in advance.

University Sponsored Student Travel - Approved Purposes

1. Requests for students to operate a state vehicle for an event or activity affiliated with a course of program to be submitted on the approved form to the Facilities Services Office by the instructor or staff member responsible for the course, program, event, or activity. If the event or activity is not affiliated with a course or program, such as membership in or appointment to student government, NDSA, and NDUS councils and committees, then the student shall submit a request on an approved form to the Facilities Services Office.

2. Requests for use of a state vehicle by or on behalf of a student group to use a state vehicle must show that the student group is acting on behalf of the institution by its members’ attendance at or participation in a proposed event or activity. Use of state vehicles by members of student groups for private or personal use is prohibited.

3. University sponsored student travel must be approved by a competent authority*. Approvable purposes are University sponsored events/activities at which the University desires representation, with such representation occurring via attendance/participation by
the student(s), and/or student organization/club members. Examples include but are not limited to:

a. Trips required by class or directed/independent study curricula (ex. academic field/study and research-related trips, conferences, etc.); local, regional, national conferences and/or competitions, local and/or state student-government; athletic events (restricted to usage of state vehicles by coaches, trainers, and team members); and University-related international travel.

b. Student travel identified and listed on the course syllabi (this includes student research-related travel as may be specified through directed course syllabi, etc.), team travel schedules, student club/organization activities programming schedules, and have prior approval by a competent authority. Short-notice travel incidents may occur and approval will be determined on a case-by-case basis.

* See page 3 for definition of Competent Authority.
Section IV. Student Recruitment Guidelines

Basic Guidelines:
1. Only the STUDENT, the STUDENT’S PARENTS and the COACH(ES) are allowed to ride in a state vehicle. Other relatives ARE NOT allowed as passengers in state vehicles because they do not fit the “business purpose” requirement and therefore are not covered under the state insurance program. Students arriving with other family members may opt to rent their own vehicle for travel purposes. For reimbursement information refer to: VCSU Policy V513.
2. State vehicles should be used solely for the purpose of driving to/from college (from the airport), and touring campus; it is not to be used to drive student around the town or to/from local restaurants, or to/from off-campus locations, etc.
3. These same transportation services are available to certain identified other students, who are being recruited for their "special talents".

In the event of an accident, who would cover the damages on the coaches’ personal vehicle if the insurance decides not to pay because the vehicle is being used for business purposes and the vehicle is not insured for that?
1. This scenario likely would not be considered a business purpose, rather it would be considered personal. The Risk Management office can and in the past has communicated such information to insurance agents.

What are the guidelines for leased/courtesy vehicles?
1. Some campuses utilize courtesy vehicles through dealerships (i.e. NDSU, UND). The rules for coverage of these vehicles are the same as for state fleet vehicles. If a courtesy vehicle is issued to an employee and that employee is authorized to use it for personal reasons, as well as business, then the employee must provide coverage for the personal usage. If there is a claim with a courtesy vehicle, it is reviewed closely and if Risk Management cannot determine with certainty that the damages were caused as a result of business use, then the claim cannot be paid – those expenses would be the responsibility of the agency or the employee.

Do other NDUS entities follow these guidelines?
1. The same coverage guidelines apply to ALL state agencies, boards and commissions. Coverage through the Risk Management Fund is by statute, so we, as employees do not have the authority to adjust or modify the requirements. Those requirements are the law and we implement them consistently.
2. Risk Management cannot guarantee that the guidelines for vehicle use are implemented consistently throughout the State agencies. RM provides everyone the same message, but they cannot attest to what the agencies and their employees do. RM can tell you that if incidents/claims are submitted, they do investigate to determine whether the guidelines/rules were followed. If not, it may be the agency’s or the employee’s personal expense.
Section V. Other Operating Information

1. Recently, VCSU has changed the vehicle request procedure in the following ways:
   a. Employees/students will need to submit detailed information about their trip.
   b. Requests should be filed at least a week in advance in order to get approval by the appropriate counsels.

2. Vehicles should not be taken to personal residences for overnight parking. (NDCC 39-01-03). If you wish to garage a state vehicle at your home you need prior approval from the appropriate Vice President.

3. VCSU does not allow employees to park their personal vehicles in the car garage. There are too many personal and campus liabilities. Employees will need to park their vehicles in the outside parking lot.

4. The use of a GPS unit or other devices while operating a state vehicle is prohibited by State Fleet policy. If a person is involved in an accident and it is determined that a device was a contributing factor the person may face all liability.

5. While on an approved trip with a state vehicle, state law only allows the attendance at the event, travel to eat and travel to the place of lodging. Travel to any other activity (including going to a movie, shopping, etc.) is not approved. Contact a taxi service to attend other social/recreational events. This law applies to employee, student, and group travel.

6. If a state car breaks down during travel, call one of the DOT numbers listed in the State Fleet manual. If the vehicle breaks down after hours, call a towing service and pay with the Voyager card.

7. If the vehicle has a flat tire and you are able to change the tire, the proper equipment and spare tire are located in the vehicle. If you are unable to change the tire, contact a wrecking/service provider and pay with the Voyage card.

8. When a trip is not considered official university business and use of a state vehicle is not approved (ex. student group attending a recreational activity) an external charter company may be contacted and utilized provided they have their own liability insurance to cover any incidents that may occur during the trip.
Section VI. Request Procedures

How do I request a State Fleet Vehicle?
1. State vehicles are reserved through the online State Fleet Vehicle Request Form. This form must be filled out in its entirety with prior approval by an appropriate authority. Completed forms are sent to the Facilities Service Office. Request forms are processed between 8a.m. and 4:15p.m., Monday through Friday. To ensure availability of a vehicle, submit the request form at least one week in advance.
2. All requests will be evaluated. Reservations will be made when there are vehicles available for approved travel as outlined in the VCSU Policy V1910.02 Use of State Vehicle. If you do not receive confirmation within three days prior to your departure, contact the Facilities Services Office.
3. When there is a question as to whether a vehicle request can be authorized under VCSU Policy V1019.02 Use of State Vehicle, it will be evaluated by the VCSU Risk Manager (or designee) for possible approval. In some instances the request will be sent to the appropriate Vice President for review.
4. Vehicle keys can be picked up between 8a.m. and 4p.m., Monday through Friday at the Facilities Services Office. Only under special circumstance may vehicle keys be picked up after hours by contacting the Power House.

What happens if there is misuse of a State Fleet vehicle?
1. If there is abuse of driving privileges or misuse of a state vehicle, employees must report the abuse to the Facilities Services Office. The Facilities Services Office staff will investigate the incident details and report findings to the appropriate Vice President. Vehicle operators and/or passengers may be subject to disciplinary action.
Section VII. Approved Uses of a State Fleet Vehicle

Below are common examples of approved vehicle use:

1. The travel involves attaining a degree as a requirement of employment (as approved by the appropriate Vice President).

2. The travel is for scholarly work, training, or participating in a conference (as approved by the appropriate Vice President).
   a. NOTE: Determination for scholarly work or personal enrichment is based on how NDUS differentiates between the two. NDUS looks at whether or not the educational activity is a required condition for employment. Degree attainment and scholarly work may be required by the university (determined by the appropriate Vice President) as condition of employment and in that case, a state vehicle may be used.

3. The purpose of attending a meeting is either on the University System’s behalf or to represent VCSU in an official capacity.

4. Travel is in connection with presenting or speaking engagements where the employee is acting in an official capacity and will not be receiving extra compensation or travel reimbursement.

5. Travel is associated with student recruitment to VCSU:
   a. Students using a vehicle for university recruitment under the supervision and/or approval of the employee and administration (ex. student assistant coach is asked to recruit at a high school game).
   b. A faculty member takes student to area schools or trade shows to help market the program and recruit.
   c. Band or choir tour to area high schools and student assist in recruiting.
   d. NOTE: Travel is only approved for active student recruitment (See Section IV for more information).

6. A student acting as an agent on behalf of an employee or if the student was delegated by an employee to perform a business function.

7. A student group that is approved and recognized as an official campus group which is participating in an approved competition as representatives of VCSU.

8. The student travel is a requirement of the course curriculum.

9. Recognized student government bodies attending meetings on the university’s behalf.

10. A field trip that has been approved by the Vice President for Academic Affairs (and is in the course syllabi) and is required of all students in the class.

11. Transporting those assisting in sandbagging efforts (the State, University, and Risk Management feel this is an essential service in protecting the campus and community).

12. An employee driving a student to the Social Security office as a condition of employment on campus.

13. A recognized student/campus organization transporting students to and from a volunteer experience, such as flood fighting and highway cleanup.
Section VIII. Inappropriate Use of a State Fleet Vehicle
Below are examples that would not be considered for approved vehicle use:

1. Travel involving attainment of a degree that is not a requirement of employment (considered personal enrichment and is not state/university business).
2. Travel for reasons that are not scholarly, for training, or to participate in a conference on the university’s behalf (considered personal enrichment).
3. Travel involving presentation or speaking engagements where the employee is acting in an official capacity and will be receiving extra compensation or travel reimbursement from a third party.
4. An employee taking a student to meet with a potential employer (benefits the individual student).
5. An employee driving students to a career fair (career fairs are a personal benefit and not campus business).
6. A student group, either recognized as an official group or not, traveling to a competition, meeting, or conference that is considered to be a voluntary action and not required in the course curriculum. This is considered personal enrichment/recreational activity.
7. A student group going on a recreational outing (Ex. Ski trip, theatre viewing, etc.).
8. Picking up a student from the airport after the student has been recruited and accepted to VCSU (See Section IV for more information).
9. Picking up an employment candidate from the airport under most circumstances (in rare cases this is allowed with the approval of the appropriate Vice President).
Section IX. Related Documents

1. VCSU Policy V1910.02 Use of State Vehicle
2. VCSU Policy V512 Student Drivers and Use of State Vehicles by Student Groups
3. VCSU State Fleet Training
5. North Dakota Risk Management
6. NDCC Chapter 32-12.2
7. NDCC Section 39-01-03
8. NDCC Section 39-08-23
9. SBHE Policy Manual Section 512
10. SBHE Policy Manual Section 1910.2
11. NDUS Guide to Authorized use of State Fleet Vehicles