


Category	Campus Services	Policy Number	SUP-CAM-102	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	3.2	
Responsible Office	CAFO	Policy Owner	CPDS	
Date Approved	10 June 2020	Effective Date	10 June 2020	
Date Last Reviewed	16 April 2020	Due Date for Next Review	16 April 2023	

POLICY

University Vehicles

1. Purpose

The purpose of this policy is to regulate the use of university vehicles. The policy ensures that vehicles are used and maintained in a manner which ensures the safety of passengers and drivers.

2. Application

This policy is applicable to all university-owned vehicles and those who utilize them either as drivers or passengers.

3. Policy

This policy ensures the following:

- 3.1 The vehicles are insured and registered in time adhering to RTA regulations;
- 3.2 Vehicles which are assigned to individuals are used within the parameters of the policy;
- 3.3 University drivers will operate the vehicles in a responsible way ensuring passenger safety;
- 3.4 Motor accidents will be reported to the relevant parties and repairs carried out promptly;
- 3.5 The university vehicles will be used for business related purposes only and in a responsible way, this covers the assigned vehicles, the fleet vehicles, and the mobile research lab;
- 3.6 The vehicles will be maintained on time to ensure safety.

4. Related Policies and Laws

SUP-FIN-10 Reimbursement of Travel, Meeting, and Other Expenses
 SUP-FIN-14 General University Insurance
 SUP-HSE-101 Health and Safety
 SUP-HSE-103 Environment
 SUP-CAM-101 Travel Services

5. Administration

This policy is administered by the Campus Physical Development and Services Department.

6. Revision History

Date	Revision
1 March 2023	Administrative changes: <ul style="list-style-type: none">• Updated the information header and related policy numbers.• Updated the policy number from SUP-CPDS-52 to SUP-CAM-102.
10 June 2020	Approved by the CAFO.
16 April 2020	Reviewed with no substantive changes required: <ul style="list-style-type: none">• Section 4 updated with the Environment, and Health and Safety policies.
6 January 2020	Updated the policy number from ADM-CAM-02 to SUP-CPDS-52, and updated the related policy numbers.
7 December 2017	Non-substantive changes approved by the VP: <ul style="list-style-type: none">• Updated the department name from Campus Services to Campus Physical Development and Services; Reformatted according to current policy guidelines.
27 March 2012	Policy approved.
18 March 2007	Revised policy approved.
1 October 2000	Policy approved.