

**ST. CLOUD STATE UNIVERSITY
DEPARTMENT ATHLETICS
COURTESY CAR GUIDELINES**

- The Courtesy Car program provides an opportunity for area car dealers to provide vehicles for business use by coaches and other staff. These vehicles allow coaches and other staff ready access to a vehicle for recruiting purposes and other University business related uses.
- Courtesy cars are to be used for University business only and are not to be used for personal travel except that the assigned user may use the car to commute between the employee's residence and the University. Any other personal use is not allowed.
- Courtesy cars may be driven only by a University employee. Courtesy cars are not to be driven by student employees or graduate assistants.
- The University requires an agreement to be signed for each vehicle. The agreement must be signed by the Vice-President for Administrative Affairs or his designee and the Director of Athletics. Athletic Department employees and other staff are not authorized to sign any agreement for the use of a vehicle. The agreement must be signed prior to use of the vehicle.
- The University will provide liability and physical damage insurance on the vehicle. When the agreement is signed, the Office of Administrative Affairs will place insurance on the vehicle and provide the user with an insurance card to keep in the vehicle. The user must notify the Office of Administrative Affairs when a vehicle is returned. Any accident, crash, or other damage to the vehicle must be reported immediately to the Office of Administrative Affairs.
- Each user must submit a monthly log of mileage use, recording beginning miles and ending mileage, recruiting trip miles, commuting miles, and other business related miles using a form provided by the Office of Administrative Affairs. Monthly logs must be submitted to the Office of Administrative Affairs the fifth day of the next month.
- Each user may use the courtesy car to commute to work when working at his or her primary work site. The Internal Revenue Service has determined that this personal use is a taxable benefit. The value of the taxable benefit will be added to the user's paycheck for the pay period following submission of the mileage log.
- Each user will submit a monthly employee expense reimbursement form for fuel costs including receipts.
- Upon exchange of the vehicle with the dealership, each user is responsible for reporting the following so that insurance information can be adjusted accordingly: make, model, dealer's estimated fair market value, vehicle identification number (VIN#), and current odometer reading.
- Users are personally responsible for maintaining the appearance of the courtesy vehicle assigned to them.

- Disregard for any component of this policy may result in revocation of a user's courtesy car privileges.
- Questions regarding the Courtesy Car program should be directed to the Director of Athletics.