



The American University of Kurdistan Policy of Vehicle

Policy Number: FS002
Effective Date: June 7, 2022

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I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** The purpose of this policy is to outline guidelines for those authorized to drive an AUK Vehicle.
- c. **Scope:** This policy applies to employees who are eligible to drive AUK cars, including the drivers.

II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Vice President for Administration and Finance
- b. **Responsible Administrator:** Director of Campus Service Department (CSD)
- c. **Responsible Office:** CSD
- d. **Policy Contact:** Director of CSD

III. POLICY STATEMENT

Employees may be assigned an AUK Vehicle if such driving is an indispensable part of their job descriptions and if stipulated in the employment contract. In these cases, the employee may be permitted to drive the vehicle outside of working hours only with the permission of the Director of Campus Services.

IV. POLICY PROCEDURES

All employee-drivers must abide by the following:

- All employees must have a valid driver's license.
- Employees have the responsibility to ensure proper gas level, tire pressure and that all other maintenance is proper for the functioning of the vehicle.
- Employees must immediately report any damage or issues with the vehicles to Campus Services
- Employees must drive responsibly and avoid any traffic violations including double-parking, blocking entrances, speeding, reckless driving, etc.
- Employees are responsible for paying all fines and penalties accrued due to their violations of traffic laws.

V. NOT PERMITTED BEHAVIOR

The following is not allowed:

- Smoking inside the Vehicle
- Leasing, selling or lending the AUK car to another driver
- Using a phone or other device while driving
- Allowing unauthorized persons (AUK employees or not) to drive the Vehicle
- Leaving the Vehicle unlocked while parked
- Committing violations of the traffic laws of the jurisdiction.

VI. DISCIPLINARY ACTIONS

Disciplinary actions will be taken commensurate with the scale of the violation. For more information on disciplinary actions, please see the Employee Code of Conduct

VII. ACCIDENTS

If the employee-driver is involved in an accident while driving the AUK vehicle, s/he should immediately contact Campus Services. If the police issue a claim against the employee, then the employee-driver will pay for the repairs and any other identified costs.

All employee-drivers must follow the legal regulations of Kurdistan and Iraq. If the vehicle is authorized to be driven into another country/jurisdiction, then the legal regulations of that country/jurisdiction will also apply.

VIII. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** June 6, 2022