

[Click here for Transportation Request Form](#)

Motor vehicles are maintained by The Dillard University to facilitate official University business. It is the responsibility of all employees who operate University vehicles to ensure the safe, efficient, and economical utilization of such vehicles. All University vehicles shall be used in accordance with the provisions of Dillard University policy and Louisiana Law.

All faculty and staff members operating a Dillard University owned or leased vehicle must acknowledge the rules and guidelines surrounding the use of Fleet Vehicles and the fuel card purchase policy. No employee may operate a University vehicle unless they have met the conditions of the University Driver Safety Program.

Only University employees with proper departmental authorization may operate a University vehicle. Responsibility to approve requests by employees for the use of University-owned or leased vehicles is delegated to departments heads. Authorization to use a University vehicle shall be limited to official use within the scope of employment of the employee.

Operators of University vehicles must be employees of the University and possess a valid operator's license issued by the state of the operator's legal residence. A commercial driver's license (CDL) may be required for the operation of some vehicles, and CDL operators are subject to random drug testing by the state.

Operators of University vehicles will observe all parking and traffic regulations on and off campus. Operator and passenger(s) shall keep safety belts fastened at all times the vehicle is in motion. Utility vehicles will follow designated routes on campus and will yield to pedestrians.

Employees who misuse vehicles will be subject to disciplinary sanctions.

### **Hours of Operation**

Monday – Friday, 8 a.m. – 5 p.m.

### **Dillard University Auxiliary Services is located at:**

2601 Gentilly Boulevard - Kearny Hall  
New Orleans, LA 70122  
Phone: (504) 816-4259  
Fax: (504) 816-4224