Commuting Using University Vehicles

Did you know that there are legal and tax rules related to the use of CSU-owned vehicles that could affect you personally? The CSU Policy on Commuting defines taxable and non-taxable commuting and provides the rules for using CSU vehicles other than when going directly to and from a location where you are conducting University business—for example, when stopping at home in the course of a business trip. Non-taxable commuting can occur when, on occasion, an employee takes a university-owned vehicle home the evening prior to a planned business trip or the evening following an after-business-hours conclusion of a business trip and then returns it to Transportation Services or the responsible department the following business day, without any intervening personal use.

Protection of Minors

The University provides many opportunities for children and youth under the age of 18 (minors) to be on campus—for example, when attending campus events, sports camps and childcare programs, or visiting as guests of students and employees—as well as to engage with our students and employees off campus when participating in programs and activities involving outreach to K-12 and communities. The Protection of Minors policy exists to help minimize the risks to minors from these activities and guide campus community members in understanding their obligations to safeguard children and to respond to and report abuse. This policy is being revised in one small but important aspect. When special events involving minors are held on CSU property, it’s critical that first responders and others at CSU know where they are taking place in case an emergency should arise. A “special event” is a temporary event on the CSU campus such as a camp, short-term academic program, outdoor festival, show, game, conference, or fundraiser, where minors are among the invited guests. The way to assure that this information gets to those who need to know is to schedule all such events using the University’s Event Management System (EMS). This makes information about the event available to Risk Management, Facilities, Environmental Health Services, and CSU Police, should they need it. EMS is being used by many departments already, but, if you’re not familiar with it, please visit the EMS home page to review the Special Event Request Form and related information.

Helpful Guides

Two Helpful Guides:
Campus Facility Use Manual
and
Building Proctor Manual

Want to hold an event at Canvas Stadium? Wondering where you can fly a drone? We’ve got the answers. In the CSU Policy Library, there’s a policy called the Campus Facility Use Manual. This manual contains a lot of useful information from Facilities Management on such topics as how to request the use of university facilities and grounds, scheduling guidelines, and CSU’s Large Event Guidelines that speak to how the University accommodates events that are expected to draw large crowds. The CSU Building Proctor Manual is also in the Policy Library. But it’s not just for Building Proctors! The BP Manual covers topics like building security and safety, maintenance, keys and access cards, animal control, and more. Check it out.

New policies approved or revised since March 1

- Electronic Identity
- Information Technology Security
- Acceptable Use for Computing and Networking
- Administrative Professionals and Non-Tenured Academic Faculty
- Building Rewiring
- Oath of Allegiance
- Animal Care and Use
- Waste Diversion
- Construction Project Approvals
- Conducting Surveys at CSU
- Commuting
- Hosted Virtual Machine Service
- Network Operations
- Domain Name Service
- Policies Under Development
- Service Carts Policy

To receive this informational newsletter in your in-box every quarter, please sign up for our listerv here: https://col.st/6S4QG

Questions?
Please contact us at:
970-491-5257 or
Opc_general@mail.colostate.edu

Quarterly Newsletter
June 2019

In this issue:
- Commuting Using University Vehicles
- Protection of Minors
- Helpful Guides

OPC
Office of Policy and Compliance

The Policy Connection