

Millersville University
Finance and Administration Division
Management Directive

By Direction of: Roger V. Bruszewski
Vice President for Finance and Administration

Department(s)	All Finance and Administration Departments
Subject:	Unoccupied and Idling Millersville University State Vehicles
Date:	March 7, 2013
cc:	All Finance and Administration Managers

Approved: April 9, 2013

In order to mitigate the risk of injury or theft of a Millersville University vehicle, the following rules should be followed. All persons driving a state vehicle must stop the engine, lock the ignition, remove the key and set the parking brake before leaving that vehicle unattended.

All Finance and Administration managers have been notified that if they see a state vehicle unoccupied with the engine running, they are to immediately pull the key and contact the Vice President for Finance and Administration's office at (717) 871-5611.