

*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.