

The following shall establish procedures for the use of College-owned vehicles for all full-time, part-time and contracted services employees.

- A. College Owned Vehicles are grouped into the three following categories: service vehicles, curriculum vehicles, and passenger vehicles.
1. Service vehicles

Include those vehicles that serve the Facilities Maintenance, Campus Arboretum, Facility Services departments and those used by College Security and Armed Resource Officers.
 2. Curriculum Vehicles

Those vehicles that serve curriculum programs.
 3. Passenger Vehicles

Cars and vans used for approved travel by College employees.
- B. Reservations of curriculum and passenger vehicles are made by contacting the College's Business Office to schedule their use (excludes the construction vehicles which are dedicated to the program). Keys are to be picked up as closely as possible to requested time and returned promptly to allow for use by other employees. Employees reserving the curriculum vans are responsible for ensuring that the vehicle is properly used and is not damaged by passengers. Vehicles must be returned clean (free of all trash), properly documented and full of gas.
- If the vehicle is returned after the Business Office's normal working hours, return keys to the security officer on duty or in the key drop box. For reservations on weekends, keys should be picked up prior to 4:00 PM on Friday and returned by 8:00 AM on Monday. Vehicles requested for the entire week should be returned by 4:00 PM on Friday or immediately upon return. Vans may be requested for an entire semester, but keys must be picked up on the days of use and returned the same. If reservations have been made but vans are no longer needed, please contact the Business Office and cancel immediately so others may use. If vehicle request falls outside normal College operating hours, prior approval and an action plan must be developed to facilitate the trip. While traveling on College business, the vehicle may be used for travel to obtain meals and other necessities, but not for entertainment or any personal purposes. Individuals not employed by the College are not allowed to drive a College-owned vehicle. Vehicles may not be used for travel other than the trip travel and may not be taken to personal residences without approval from the President.
- C. All employees must complete the Passenger Van Training course prior to operating any 15 passenger van. In some cases, a student may be allowed to drive the Passenger Vans. In

these cases, the student must have completed the Passenger Van Training prior to operating any 15 passenger van.

- D. Each vehicle includes a vehicle book with the vehicle registration, insurance card, gas log and check sheet. If the vehicle needs repairs/maintenance, the driver should note this in the comments section of the check sheet. All paper work must be completed prior to returning the vehicle book and keys to the Business Office.
- E. In the event the vehicle is involved in an accident (whether it is property and/or vehicle damage), law enforcement should be called immediately and proper paperwork should be submitted to the Business Office as soon as feasible.

Adopted: August 26, 2022