

Operating College Vehicles

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

1. College-owned vehicles are grouped into the three following categories: service vehicles, instructional vehicles, and passenger vehicles.
 - a. 1.Service vehicles
Include those vehicles that serve the Facilities Maintenance, Facility Services departments, and those used by College Security and Armed Resource Officers.
 - b. Instructional Vehicles
Those vehicles that serve instructional programs.
 - c. Passenger Vehicles
Cars and vans used for approved travel by College employees.
2. Reservations of curriculum and passenger vehicles are made through digital reservation software to schedule their use (excluding 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 college vehicles are responsible for ensuring that the vehicles are properly used and are not damaged by passengers. Vehicles must be returned clean (free of all trash), properly documented, and at least half-full of gas.

If the vehicle is returned after normal operating hours, keys should be returned in the key drop box outside the maintenance building. When returning a vehicle outside of operating hours, contact campus assistance. For reservations on weekends, keys should be picked up during operating hours and returned immediately upon reopening of the office. Vehicles requested for the entire week should be returned by 4:00 PM on Friday or immediately upon return. If reservations have been made but vehicles are no longer needed, cancel immediately so others may use. 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 employee's immediate supervisor.
3. All employees should complete the Passenger Van Training course prior to operating any 15-passenger van.
4. Each vehicle includes a vehicle book with the vehicle registration, and insurance card. If the vehicle needs repairs/maintenance, the driver should note this when returning the vehicle and keys to the maintenance department.
5. 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 human resources as soon as feasible.

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