

Refer to Section {E}
{Facilities}Unit
Procedure for {E4 – College Vehicles}



1. Vehicles may be scheduled for use from the central motor pool on the basis of individual or department requirements. Vehicles shall be used solely for performing official college business. Any other use is prohibited.
2. The college vehicles are provided for faculty, staff, and student workers. All drivers must hold a valid operators license. Before using a college vehicle, the driver must pass a road test in vehicle operation and be approved by a member of the maintenance or safety department.
3. Each user must complete forms and records as necessary to maintain proper accounting for the vehicle, including its whereabouts, mileage, operating expenses, services, and maintenance.
4. Vehicles will be reserved on a first come, first serve basis. The nursing and athletic departments may submit, monthly, a list of transportation requests.
5. College vehicles are reserved by completing the request form on the college's *Intranet*. After receiving the request, PPD will either approve or deny the request. The process is not completed until the approval has been made. Requests should be submitted as much in advance possible. All vehicles are reserved based on the availability of the vehicle (including maintenance breakdowns).
6. When reserving a vehicle, the following information must be provided:

➤ Department	Requested by
➤ Destination	Assigned driver
➤ Date and time needed	Date and time of return
➤ Purpose of trip	Account number to charge
7. The assigned driver will report to the facilities department assistant at the Patterson Building to pick up the vehicle. The assigned driver is responsible to check the vehicle for overall condition and cleanliness. The driver will be required to show proper identification and sign the vehicle request form. The driver will be given a mileage report form and an accident report form before departing with the vehicle.
8. When picking up a vehicle on evenings or weekends, the driver will call security at extension 5419 and the security officer will accompany the driver to the Patterson building to pick up the vehicle. The driver will follow the same guidelines mentioned above.
9. Upon returning to campus, the vehicle is to be returned to the motor pool area by the assigned driver. The driver is to fill out the mileage report form and return this form along with the keys to the facilities department secretary. All vehicles will be inspected upon

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return for possible damages. On evenings or weekends, the driver is to drop the keys along with the mileage report form in the drop box on the front door of the Patterson building.

10. All accidents are to be reported to the facilities department secretary when the vehicle is returned. Accidents on evening or weekend returns, will be reported to the security officer on duty.
11. Accident Report Forms will be completed on any accident, no matter how minor or how major. Failure to report an accident may cause revocation of driving privileges of all college vehicles.
12. Students may not reserve vehicles. Vehicles for students use must be reserved by the dean of students or the vice president for student affairs and enrollment services.
13. Any user who is assigned or operates a college vehicle shall be knowledgeable of and comply with all laws, policies, rules, and regulations governing the use of such vehicles. Violators will be subject to all applicable fines, tickets, and any legal action that may result from misconduct, negligence, or other traffic violations.
14. Seat belts are required by law and are required to be worn at all times the vehicle is in operation.
15. Operators shall report any observed malfunctions or potential problems, such as faulty brakes, tires, steering, etc., to the facilities department secretary.
16. Operators are responsible to return vehicles to the motor pool. Operators are responsible to clean the vehicle of any trash or personal items. Failure to do can result in loss of driving privileges of all college vehicles.
17. Smoking is not permitted in any college vehicle.
18. College personnel must request a college vehicle for any travel related to college business. Only if a college vehicle has been requested and one is not available will the college reimburse the employee for mileage on a personal vehicle at the IRS rate. If a college vehicle is not requested or one is available and the employee chooses to drive personal vehicle anyway, the college will reimburse only an estimated amount for gasoline that is based upon mileage and estimated average miles per gallon and current average rate of per gallon of gasoline.
19. If personal vehicle is approved for use for college business, the reimbursement rate will be based upon IRS reimbursement rate per mile.