

PROCEDURES GOVERNING THE USE OF COLLEGE-OWNED VEHICLES

1. A College-owned vehicle may be available for staff use.
2. The driver of a College-owned vehicle is responsible for adhering to safe driving practices, as well as the safety of the vehicle for the entire time that vehicle is under his/her use.
3. All drivers must possess a valid driver's license and meet the minimum driving record standards as established by the College.

An acceptable driving record meets the following requirements:

- A. No license suspensions in the last three (3) years (exception-if suspension is due to an unpaid ticket, which has been resolved and assuming all other criteria are satisfactorily met).
 - B. No serious violations (4 points or more per violation) within the past three (3) years. Examples of serious violations may include, but are not limited to careless or reckless driving; drag racing; speeding; driving while impaired; driving under the influence; fleeing or eluding.
4. To verify compliance with the preceding requirements, the College will conduct a background check of the driving record of any staff or student required to operate a College-owned vehicle as part of their job assignment or requesting to use a College-owned vehicle on College business. This can be done by contacting the College's Office of Human Resources. The requester should allow sufficient time for a background check to be conducted, as no exceptions to this provision shall be made.
 5. Gas credit cards will be furnished to staff members using a College-owned vehicle. Each time a purchase is made, the credit slip must be returned to the Physical Plant.
 6. If College-owned vehicles are not available, reimbursement for mileage will be at the rate stated in Policy 6.06 for the use of personal automobiles authorized by the immediate administrator. Reimbursement should be requested on an approved mileage sheet once a month.
 7. Employees using their personal vehicles are entitled to mileage reimbursement for travel which is in excess of the distance between their residence and the *principal place of assignment. Reimbursed travel must be approved by the immediate supervisor.

Mileage will not be paid for part-time or extra-contractual assignments.

*Principal place of assignment will be either Main Campus (Raisinville Road) or the Whitman Center. This will be determined on a semester basis by the immediate supervisor.

The mileage paid will be the difference between the individual's residence - *principal place of assignment round trip, and the miles traveled due to actual additional job related travel.

8. In case of an accident, notify police so that a report is made. Also, an Incident Report should be filed with the Business Office as soon as possible. If the accident results in physical injury to any parties, the information should be phoned in to the Business Office immediately.

Cross-References

Policy 6.06	Policy for Reimbursement for Use of Private Automobiles
Policy 6.07	Policy for Use of College-Owned Vehicles
Procedure 6.08(a)	Authorization for Employee Use of College-Owned Vehicles