Administrative Policy

Category: Administration
Policy Number: 1015
Title: Use of College Vehicles

PURPOSE:
The college maintains a fleet of motor vehicles for travel between college campuses and centers and for other college related business. To protect the college from adverse liability, the college reserves the right to manage, issue, and revoke the authorization of any individual to drive a college-owned vehicle. The college's vehicle insurance policy covers any person authorized to drive a college-owned motor vehicle on official college business only, with exceptions as outlined in this policy. All passengers in college vehicles must also be on official college business.

Procedure 1015.1
Motor Vehicle Record (MVR) Review

An individual requesting authorization to operate a college vehicle for official business must possess a current, valid, state issued driver’s license and submit a request for driving record release authorizing college officials to query his/her driving history. Student employees may also request authorization pending approval of the department Dean or appropriate administrator. The risk management office shall process the request for a motor vehicle record history and determine the requestor’s eligibility to drive a college-owned vehicle based on college policy. The risk management office shall notify the requestor by email that he/she has been approved, denied, or approved with limitations to drive a college-owned vehicle. Driving histories shall be checked annually for persons wishing to operate a college-owned vehicle. MVR reviews are confidential and shall be disclosed only to the Vice President for Administration (or designee).

Procedure 1015.2
Driver Responsibilities

All persons driving on official college business are required to comply with the following provisions:
1. Drive with courtesy and exercise reasonable caution to prevent collisions or other losses.
2. Have a valid driver's license in their possession at all times.
3. Use college-owned vehicles for authorized, official purposes only.
4. Operate vehicles in accordance with all applicable college policies and follow all applicable traffic laws.
5. Drive vehicles at lawful speeds that are appropriate to road, loading, and hazard conditions.
6. Assume responsibility for any fine or citation for moving or parking received while driving college owned vehicles.
7. Not transport unauthorized passengers or permit any unauthorized persons to drive the vehicle.
8. Not operate a vehicle unless all occupants are wearing seatbelts.
9. Not drive under the influence of alcohol or drugs, including any medications that may cause impairment.
10. Turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
11. Inspect the vehicle for obvious safety concerns prior to use, report any defects to the maintenance department and not operate a vehicle that has deficiencies that make it unsafe to drive.
12. Report all accidents or traffic citations that arise while driving on college business to the Vice President for Administration (or designee) within five business days of incident.
13. Immediately report to the Vice President for Administration (or designee) of any change in driving status such as license suspension or revocation or of the inability to drive safely and without impairment.
14. The use of cell phones, texting, or use of other devices by the driver that distract attention from the activity of driving is prohibited while driving a college vehicle. If you must use the phone or other device, pull off from the traveled portion of the road and park in a safe, secure location.

Failure to comply with these provisions may result in suspension or revocation of college driving privileges, and/or disciplinary action up to and including termination of employment in accordance with Governing Board Policy 643.

Procedure 1015.3

Passengers

Only persons with an authorized purpose may be passengers in a college vehicle. Examples include employees in the course and scope of employment, students participating in an official activity, college recognized volunteers providing service to the college, and students, clients or participants in an official college sponsored program or activity.

Procedure 1015.4

Safety Belt Use

Use of safety belts is mandatory for the driver and all occupants anytime the vehicle is in motion. Drivers are expected to enforce this requirement, and may not place a vehicle in motion unless all passengers are properly restrained.

The number of passengers in any vehicle may not exceed the number of available safety belts. Passenger travel in pickup truck beds is prohibited (unless the truck bed has a properly mounted seating system with safety restraints.)

Procedure 1015.5

General Prohibitions

Consumption or transportation of alcohol by drivers and passengers is prohibited. Purchased alcohol being transported for an approved college activity must remain closed during transportation, and should be placed in the vehicle trunk if possible.

Smoking is prohibited in all college vehicles, including the use of electronic devices.
Transportation of hazardous materials in college vehicles is only authorized for drivers who have completed training on DOT hazardous materials transportation, OSHA requirements, and spill response requirements. Transportation of placardable quantities requires a Commercial Driver's License (CDL) with hazardous materials endorsement if the material is being transported in commerce as defined in DOT regulations.

**Procedure 1015.6**

**Incident Reporting**

All accidents and citations involving a college vehicle, or associated with a college activity (regardless of vehicle ownership) shall be reported to the Vice President for Administration (or designee) as soon as practicable.

**Procedure 1015.7**

**Conditions for Disqualification to Operate a College Vehicle**

Persons with serious or frequent driving infractions in their driving history shall not be authorized to operate a college-owned or rented vehicle. Serious or frequent driving infractions include but are not limited to:

1. Being found guilty or responsible in a court of law of one or more serious or criminal driving offenses within a thirty-nine month period from the date of the inquiry. A serious driving offense shall be defined as any criminal driving offense as defined by Arizona Revised Statutes, Title 28, Chapters 3 and 4, including, but not limited to, any vehicular homicide, fleeing from police, reckless driving, DUI, hit and run, criminal speeding, and driving on a suspended or revoked license;

2. Being found guilty or responsible in a court of law of more than one minor or civil traffic offenses within a thirty-nine month period from the date of inquiry. A minor traffic offense shall be defined as any minor moving traffic violation as defined by Arizona Revised Statutes, Title 28, Chapters 3 and 4, such as speeding, red light violations, lane usage violations, turning violations, etc. as defined by Arizona Revised Statutes, Title 28, Chapters 3 and 4;

3. Multiple complaints made by the motoring public regarding a specific person’s driving habits;

4. Repeated or serious infractions of this policy as deemed appropriate by the college administration or as otherwise required by the Insurer of the risk.

When conditions detailed in 1015.7 paragraphs 1 and 2 have lapsed such that eligibility to operate a college vehicle may be reinstated, the affected individual must resubmit “Request for Driving Record” form and show proof of a valid driver’s license. Any appeal of disqualification based on 1015.7 paragraph 3, must be made to the college President. The college President’s determination is final.
Procedure 1015.8
Assigned Vehicles

Whenever required by business necessity and deemed appropriate, college vehicles may be assigned for use by individuals under the guidelines of college Administrative Policy 1006 Use of College Equipment.

Personal use of college vehicles, except as expressly allowed herein, is prohibited.

While on authorized travel status, an employee may use a college vehicle to obtain meals and for incidental personal use within a reasonable distance of the official business or place of temporary lodging.

While traveling within Cochise County, a personal stop for meals or other necessities is permissible only when the following conditions are met:

1. It occurs between business destinations or from and to the duty site; and
2. It adds limited incidental mileage to the vehicle.

Whenever an employee is assigned a college owned vehicle shall be off work for more than four calendar days, the vehicle must be returned to the employee’s primary duty station or to a location approved by the fleet manager, until such time as the employee returns to active duty.

An employee assigned a college owned vehicle for a period of more than three days shall be responsible for:

1. Retaining a current driver authorization provided by the college.
2. Reporting mechanical problems to the fleet manager.
3. Fueling vehicles at approved locations and following college procurement guidelines.
4. Checking oil and water levels, tire pressure and condition while fueling, or not less than once per month.
5. Maintaining the general cleanliness of the assigned college vehicle inside and out.
6. Not modifying or installing devices in any college vehicle without prior written approval.
7. Parking the vehicle in a safe and secure location, removing keys and locking the vehicle at all times not in use.
8. Parking tickets received for the improper parking of a college vehicle.
9. Moving violations received for the unlawful operation of a college vehicle
   a. Any moving violation must be reported to the Vice President of Administration (or designee) within five business days of the infraction.
   b. All costs associated with any citation.
10. Not transporting animals.
Employees holding specific positions may be authorized for work-to-home and home-to-work use of college owned vehicles for an extended period upon request of their department manager and approval of the Vice President for Administration.

Requests for work-to-home and home-to-work use shall be evaluated based on the demonstrated benefit of such assignment to the college, on-call requirements, 24-hour response expectations, and compliance with IRS regulations for taxable benefits.

Employees assigned college owned vehicles with taxable work-to-home and home-to-work use shall submit monthly vehicle use mileage reports to the payroll/benefits department. Each day of work-to-home and home-to-work use shall be documented and the corresponding value of personal use shall be reported annually to the IRS as employee benefit taxable income.