



SUBJECT: Use of Southern West Virginia Community And Technical College Vehicles

REFERENCE:

1. PURPOSE

To promulgate the procedures and regulations governing the assignment of college owned vehicles and the reimbursement of travel related expenses.

2. SCOPE AND APPLICABILITY

This issuance applies to all employees of Southern West Virginia Community and Technical College.

3. DEFINITIONS

4. POLICY

- A. Any Southern employee using a college vehicle must be authorized to drive and must possess a valid driver's license at the time the vehicle is assigned.
- B. Employees are prohibited from using college vehicles for personal use and transporting unauthorized passengers. Permission to transport passengers who are not college employees must be obtained from the Vice President of Finance or the Director of Purchasing.
- C. The operation of college vehicles is under the jurisdiction of the Director of Purchasing.
- D. Requests for travel reimbursements will be denied to employees who use their personal vehicles for travel when a college vehicle is available; this provision does not apply if the vehicles is in need of repair of maintenance.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

- A. It shall be unlawful for any employee to drive a college owned vehicle while under the influence of alcohol or illegal drugs. Driving while taking prescription drugs or any other substance that results in impairment of an individual's judgement and ability to safely operate a vehicle is also prohibited.
- B. Use of any tobacco, smokeless or otherwise, is strictly prohibited. This applies to both drives and passengers in college vehicles.



- C. All college owned vehicles shall be maintained and serviced routinely with the goal of providing safe and functional vehicles for users. All vehicles are required to have an annual inspection.
- D. If an operating department is funded from a state or Federal grant, and the budget includes grant funds for travel, those employees shall be exempt from the requirement of using college vehicles.

7. RESPONSIBILITIES AND PROCEDURES

A. RESPONSIBILITIES

- 1. Each employee is responsible for all fines and penalties incurred while operating a college vehicle. Fines and penalties are not reimbursable expenses.
- 2. In case of an accident, the driver must complete an Accident Report Form (RMI-1) immediately. A copy of the form is placed in the glove compartment of each vehicle. Specifically, the driver will:
 - a. Call the police.
 - b. Not assume responsibility for the accident.
 - c. Protect his/her person.
 - d. Protect the vehicle from further damage
 - e. Request medical assistance if needed.
 - f. Identify other persons, including witnesses, involved in the accident.
 - g. Record details of the accident, including the extent of injuries and property damage, and how the accident occurred.
 - h. Upon return to work, provide the Director of Purchasing and Facilities with the completed RMI-1 Form within two calendar days.

B. PROCEDURE

- 1. All vehicles must be requested from the designated employee at each location via e-mail. If a vehicle is not available, the employee is to attach a printed cop of the e-mail to his/her Travel Expense Settlement Form. A Request for Vehicle Form will be available for use on the Wyoming and Boone campuses instead of e-mail requests, and the form will be available at other college locations for use in emergency situations.
- 2. To prevent serious scheduling problems, vehicles must be returned by the date and time agreed upon.
- 3. When departure or return times differ from regular operating hours, arrangements must be made by the traveler to pick up or return the keys from the designated individual between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday.



- 4. Unless prior authorization is obtained from the individual responsible for assigning vehicles, no employee is to give keys to a college vehicle to another individual for his/her use.
- 5. The vehicle log sheet must be completed immediately upon return and left in the vehicle.
- 4. Any problems, accidents, and/or unsafe conditions should be reported immediately.
- 7. As a courtesy to the next user, every attempt should be made to fill the vehicle with gasoline.
- 8. The credit card must be returned with the keys.
- 9. A credit card may be used for purchases of items incidental to the operation of the vehicle only when the driver is conducting college business. When a credit card is used:
 - a. All purchases must be signed by the employee making the purchase.
 - b. Ensuring that the license number is recorded on the credit card receipt is the responsibility of the driver.
- 10. Southern employees using college vehicles will be reimbursed for storage and parking fees and road and bridge tolls.

8. CANCELLATION

“Use of Southern System Vehicles” SCI 1381 effective 01/28/91; “State Vehicle Requisition Policy” effective 12/09/97; “Use of Southern Vehicles Policy” effective 02/01/99.

9. SIGNATURE

President

Date

Attachments

Distribution

Revision Date

- January 28, 1991
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- February 01, 1999
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