

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-5830**

**SUBJECT:** Use of Southern West Virginia Community and Technical College Vehicles

**REFERENCE:** None

**ORIGINATION:** January 28, 1991

**EFFECTIVE:** May 19, 2016

**REVIEWED:** January 6, 2016

**SECTION 1. PURPOSE**

1.1 To promulgate the regulations governing the assignment of college owned, leased, or rented vehicles and the reimbursement of travel and expenses.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This issuance applies to all authorized drivers of Southern West Virginia Community and Technical College.

**SECTION 3. DEFINITIONS**

3.1 Authorized Driver – An employee or anyone approved by the Vice President for Finance and Administration or his designee who has a proper driver’s license and has passed or successfully completed the required safe driver’s test. Newly hired employees are required to pass mandatory tests when available, but can drive with a valid driver’s license until the driver’s test is made available to them.

3.2 Employees – Everyone who is on Southern’s payroll except for those whose primary role is a student at the institution.

**SECTION 4. POLICY**

4.1 Any authorized driver using a college vehicle must be authorized to drive and must possess a valid driver’s license at the time the vehicle is assigned.

4.2 Authorized drivers are prohibited from using college vehicles for personal use and transporting unauthorized passengers.

4.3 Permission to transport passengers who are not college employees or students must be obtained from the Director of Campus Operations or Vice President for Finance and Administration.

4.4 The operation of college vehicles is under the jurisdiction of the Director(s) of Campus Operations.

4.5 Requests for travel reimbursements may be denied to authorized drivers who use their personal vehicles for travel when a college vehicle is available.

4.6 The vehicle log sheet must be completed prior to and at the conclusion of the use of the vehicle.

## **SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

## **SECTION 6. GENERAL PROVISIONS**

- 6.1 It shall be unlawful for any authorized driver 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 are also prohibited. Authorized drivers must also follow all other state laws.
- 6.2 Use of any tobacco, smokeless or otherwise, is strictly prohibited. This applies to both drivers and passengers in college vehicles.
- 6.3 All college owned or leased 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.

## **SECTION 7. RESPONSIBILITIES**

7.1 Responsibilities

- 7.1.1 Each authorized driver is responsible for all fines and penalties incurred while operating a college vehicle. Fines and penalties are not reimbursable expenses.
- 7.1.2 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:
- 7.1.2.1 Call the police.
  - 7.1.2.2 Not assume responsibility for the accident.
  - 7.1.2.3 Protect his/her person.
  - 7.1.2.4 Protect the vehicle from further damage.
  - 7.1.2.5 Request medical assistance if needed.
  - 7.1.2.6 Identify other persons, including witnesses, involved in the accident.
  - 7.1.2.7 Record details of the accident, including the extent of injuries and property damage, and how the accident occurred.
  - 7.1.2.8 Upon return to work, provide the Director of Campus Operations with the completed RMI-1 within two (2) calendar days.
- 7.1.3 Each authorized driver is responsible for reporting to the Director of Campus Operations, any problems, malfunctions, or mechanical issues experienced while using the vehicle.

**SECTION 8. CANCELLATION**

7.2 None.

**SECTION 9. REVIEW STATEMENT**

7.3 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

**SECTION 10. SIGNATURES**

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**Board of Governors Chair                      Date**

\_\_\_\_\_  
**President    Date**

**Attachments:**        None

**Distribution:**        Board of Governors (12 members)  
                              www.southernwv.edu

**Revision Notes:**    January 2010 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined.

                              January 2016 – Revisions reflect no substantial changes in procedure or documentation. Revisions provide clarity and reflect changes in titles.