



Category

POLICY: 2-09 Use of College Vehicles

Approval

LT Approved:
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Responsible Party: Vice President, People & Culture

Use of College Vehicle

- A. *College Vehicle Take-Home Usage.* Certain job positions allow for the personal assignment of a College vehicle, which can be driven home by the employee. As a general rule, personally assigned vehicles are to be used by employees for the sole purpose of transportation to and from work and work-related usage. Personal use of College vehicles is prohibited. Pursuant to Internal Revenue Service regulations, transportation to and from home is considered a form of compensation and non-emergency personnel must be taxed for this benefit. Employees will be taxed based on a daily commuting usage benefit for the value of not having to drive their personal vehicle to and from work.
- B. *College Vehicle Business-Only Usage.* Certain job positions provide for a vehicle to be assigned to a particular employee for the purpose of College business only. Under no circumstances will a College vehicle be taken home or used for non-business purposes without prior authorization from the department head. If a vehicle is assigned to a department head, authorization from the President is required.
- C. *Motor Vehicle Records.* Motor vehicle records may be obtained on any employee driver prior to employment and at least once a year thereafter. A driving record that fails to meet the criteria stated below will result in a loss of the privilege of driving a College vehicle and may result in termination if driving is a necessary function of the position. Criteria that may indicate an unacceptable driving record includes, but is not limited to: (1) three or more moving violations in one year; (2) three or more accidents within one year where the employee is determined to be the primary cause of the accident; or (3) any combination of three or more accidents or moving violations.
- D. *Driver Guidelines and Reporting Requirements.* Failure to observe the following driver guidelines and reporting requirements may result in disciplinary action up to and including termination of employment:
- The use of College vehicles while under the influence of alcohol, drugs, or other substances which impair a motorist's abilities is strictly prohibited.
 - Cell phone use while driving a College vehicle shall be avoided and conducted in accordance with applicable laws. Employees are expected to pull over to a safe location and stop the vehicle before placing or accepting a call. Drivers should

complete calls while the vehicle is parked. If acceptance of a call is unavoidable and pulling over to a safe location is not an option, employees are expected to keep the call short and use the phone in a "hands free" mode via a headset or speaker. While driving, attention to the road and safety should always take precedence over conducting business over the phone. Special care should be taken in situations where traffic is heavy, inclement weather, or the employee is driving in an unfamiliar area.

- Only authorized persons are allowed to ride in College vehicles without the prior approval of the department head or President, unless the transportation occurs as part of an employee's duties.
- Employees must utilize seatbelts at all times while traveling in a College vehicle and/or when traveling on College business.
- Drivers are responsible for securing College vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
- Any employee who has their driver's license revoked or suspended shall notify their supervisor immediately (next business day if not a workday) and discontinue operating any College vehicles or equipment, which require a driver's license.
- Employees must report any accident, theft or malicious damage involving a College vehicle to their supervisor and to the police department as soon as possible after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. Employees must complete an accident report and, if applicable, a report of work related injury.
- Payment of speeding or parking tickets is the sole responsibility of the employee driving the vehicle. Failure to pay such tickets prior to notification to the Operations department and the employee's department head by law enforcement agencies may result in disciplinary action up to and including termination of employment.