



Category	
6-04 College Owned Vehicles & Driver Guidelines	
Approval	
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Responsible Party: Director of Operations/Facilities	

6-04 College Owned Vehicles & Driver Guidelines

Policy Statement

Vehicles owned by WSU Tech will be used in accordance with the provisions of the state statutes and administrative directives of the President of WSU TECH. Drivers of such vehicles shall be properly licensed and shall receive training as determined by the administration to be appropriate.

Implemental Procedures:

1. Vehicles owned by WSU Tech are not to be used for private purposes.
2. All College owned vehicles are to be so marked.
3. Vehicles are assigned to personnel for the benefit of the College and may be reassigned, used in car pools, or such other arrangements made as deemed most beneficial.
4. The Director of Operations/Facilities has primary responsibility for making all vehicle assignments.
5. Vehicles to be purchased shall be selected on the basis of economy and efficiency toward accomplishing the assigned purpose.
6. No fuel tank for gasoline, propane, natural gas, etc., is ever to be placed in the interior or trunk of any vehicle. New vehicles with tanks installed at the factory are acceptable. Any installation of liquefied petroleum gas kits shall comply with National Fire Protection Association (NFPA) No. 58. All equipment used must be UL approved and all tanks shall meet American Society of Mechanical Engineers (ASME) certified tests.
7. The replacement schedule for vehicles shall be designed toward keeping a dependable fleet. Vehicles shall be retained for the maximum usage and replaced prior to the time of requiring major repair or expense.
8. Prior to operating any College owned licensed vehicle, employees must have signed a Statement of Responsibility, which is subject to the approval of the Director of Operations/Facilities.
9. Employees who drive vehicles owned by WSU TECH shall be required to take training courses from time to time as deemed appropriate by the Director of Operations.

Driver Guidelines and Reporting Requirements

1. Employees must utilize seatbelts at all times while traveling in a College vehicle and/or when traveling on College business.
2. Any employee who drives for the benefit of the college and has his/her driver's license and/or insurance revoked or suspended shall notify their supervisor immediately (next business day if not a work day) and discontinue operating any College vehicles or equipment, which require a Driver's license.
3. 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 by law enforcement agencies may result in disciplinary action up to and including termination of employment.
4. New employees who are to drive a College-owned vehicle should demonstrate they possess valid driver's licenses. If such licenses are for states other than Kansas they shall be given 90 days in which to obtain a Kansas driver's license.
5. Motor vehicle records may be obtained on any employee driver who operates a college owned vehicle 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.
6. Any employee who is driving for the benefit of the college must report any accident, theft or damage involving a 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.