

College Vehicles

Related Board of Trustee Policy: N/A

Responsible Official *Vice President for Finance and Administration*
Approvals *05/31/2022*
Revision

Procedure

The College maintains vehicles for sanctioned student group activities, maintenance, security operations, and employee group travel.

- Drivers must have a valid and approved driver's license.
- Drivers shall obey all traffic laws, including not exceeding the posted speed limit and always maintaining a safe speed for weather and road conditions.
- Drivers issued a ticket for an offense chargeable to that individual while driving a College vehicle are responsible for paying the traffic fine and may lose future driving privileges for any College vehicle as determined by the President or his/her designee.
- Drivers may be held responsible for negligent damage to the vehicle. Upon return, drivers must document, on the Vehicle Request Form, any items needing repair or maintenance.

To obtain a college vehicle, contact the switchboard operator to verify a vehicle is available.