

Procedure Manual



Title: Use of College Vehicles	Number: A6Hx2-7.07
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The Associate Vice President of Facilities Management or his/her designee shall be responsible for verifying the qualifications of all drivers of College vehicles. These drivers must meet the following criteria:

- Be employed by the College, a volunteer donating services to the College (a form must be completed for donating of services), or an individual covered by a grant/contract/agreement.
- Be 18 years of age or older.
- Have a valid Florida driver's license for the vehicle classification.

A commercial driver's license with a passenger endorsement is required for the operation of any vehicle designated to transport 16 or more passengers, including the driver, and any school bus designed to transport 11 or more passengers, including the driver.

Driver's License Verification. All persons authorized to drive a vehicle shall have a driver's license verification report processed through the Director of Safety and Chief Fire Officer. Employees will not be permitted to drive College vehicles if within the past 24 consecutive months any of the following has occurred: (1) the employee's driver's license was suspended, (2) two traffic accidents were charged to the employee, or (3) four moving violations were charged to the employee. Since traffic accidents are also moving violations, a combination of speeding tickets and an accident could place the employee's use of College vehicles in jeopardy. Persons being hired specifically to drive a vehicle must have their driver's license verification report processed prior to employment; however, employment shall be contingent upon a satisfactory driving record. Occasional drivers for whom driving is not required by job description must complete a *Vehicle Request* form (PHP-4) College employees must have their driver's license verification report processed prior to their request to drive a vehicle. Processing time for driver's license verification reports, which are forwarded to the Department of Highway Safety and Motor Vehicle Department for the State of Florida, is 21 days. All employees driving vehicles shall have a license verification report processed annually thereafter.

Operation and maintenance of all College vehicles shall be under the supervision of the Associate Vice President of Facilities Management except for those vehicles that have a maintenance agreement with a vendor. The Associate Vice President of Facilities Management or designee shall establish a safety program and shall remove any vehicle from the fleet that does not satisfactorily pass inspection or in his/her judgment is not road worthy.

Scheduling and Dispatching of Vehicles. All work-vehicles shall be scheduled by the department head responsible for housing the vehicle. All other vehicles shall be scheduled by the Fleet Maintenance Department on Central Campus. Dispatching of all vehicles shall be under the supervision of the Fleet Maintenance Department.

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Vehicles shall normally be scheduled for use by College individuals and organizations engaged in College-related activities in the order in which the requests are received. Any conflicts in requests for use shall be resolved by the Associate Vice President of Facilities Management. Factors to be considered in resolving these conflicts include critical need for use of the vehicle, the number of passengers to be transported, benefit to the College, availability and cost of other modes of transportation, travel time, and distance. Requests for immediate use of vehicles must be directed to the Associate Vice President of Facilities Management or his/her designee.

The Vehicle Request form (PHP-4). Campus personnel shall submit their *Vehicle Request* forms to the Campus President through appropriate channels. Collegewide personnel should submit their requests to the appropriate Vice President. After the request is approved at the Campus President/Vice President level, these forms shall be forwarded to the Fleet Maintenance Department, where a sequential date and time number will be assigned and a vehicle scheduled.

The Vehicle Travel Roster (PHP-5). A *Vehicle Travel Roster* form must be completed and submitted to the Fleet Maintenance Department at the time the vehicle is picked up. The passengers' signatures on the form indicate that they have read and understood the accident insurance statement on this form. Upon completion of the trip an actual list of all passengers, if different from the original list, should be submitted to the Fleet Maintenance Department.

Vehicle Pick-Up. Twenty four hours prior to departure, the requestor must call the Fleet Maintenance Department to finalize vehicle pick-up arrangements. Unless other arrangements have been made, the assigned driver shall report to the Fleet Maintenance Department at least one-half hour before the scheduled departure time to receive instructions, obtain keys, sign the release form, and check out gasoline credit cards. Use of these credit cards is limited to services for College and leased vehicles. The authorized driver must present a completed *Vehicle Travel Roster* form and a valid Florida Driver's License.

Instructions on how to handle vehicle break-downs and accidents will be issued with all vehicles. The driver shall review these materials prior to accepting the vehicle and shall request clarification of the information, where necessary.

Vehicle Return. Immediately upon completion of the trip, College vehicles must be returned to the Physical Plant compound or designated location. If the return occurs during working hours, the driver shall return the keys and all materials to the Fleet Maintenance Department. If the return is after working hours, the driver shall park the vehicle outside the Security Office, Building 7 (John H. Payne Hall) at Central Campus, lock the vehicle, place the keys and other materials inside the travel packet, and drop the packet in the cashier's night deposit box. All College vehicles left in this manner should be parked in the authorized spaces only. Leased vehicles should be returned to the leasing company.

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The Associate Vice President of Facilities Maintenance or designee shall notify the department (or agency) and Central Accounting in writing of the charges incurred. A mileage charge shall be assessed all non-College groups and individuals authorized by the President to use College vehicles.

If vehicles are leased, the requirements of the College and/or the leasing company shall be observed. If there is a conflict pertaining to which requirements to follow, the more stringent shall always take precedence.

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