

Procedure Manual



Title: Use of College Vehicles	Number: A6Hx2-7.07
Policy Number: 6Hx2-7.07	Page: 1 of 3

The District Director, Risk Management & Chief Risk Officer 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 registered volunteer, 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.
- Meet driver history requirements as outlined in the Driver's License Verification Section below.

Driver's License Verification. All persons authorized to drive a vehicle shall have a driver's license verification report processed through the District Director, Risk Management & Chief Risk Officer. Employees will not be permitted to drive College vehicles if within the past 5 years any of the following has occurred: (1) a conviction for a serious offense, including but not limited to DUI, DWLS (with knowledge), Reckless Driving, Careless Driving, Speeding (in excess of 35 MPH over the posted speed limit); (2) two at fault traffic accidents; 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 and maintenance of a valid Florida driver's license. Note that processing time for driver's history checks may take up to 10 days. All employees driving vehicles are subject to periodic driver history reviews.

Authorized Drivers **must** notify the Office of Risk Management of any event that may affect their eligibility to operate vehicles, such as a suspension of their driver license, impairment, citations resulting in points on their driving license, etc. before operating any college owned vehicle. Employees who fail to notify the Office of Risk Management of a change in the status of their driver license prior to operating a college owned, leased, or rented vehicle will be subject to disciplinary action up to and including termination.

Any Authorized Driver approved using eligibility criteria of any prior version of this procedure, who would be found ineligible based on current or future eligibility requirements, may remain an Authorized Driver at the discretion of the Office of Risk Management. An Authorized Driver who maintains their status based on this exception to the rule will be deemed ineligible if any new changes in their driver history, in combination with their prior history, renders their overall driver's history unacceptable.

Operation and maintenance of all College vehicles shall be under the supervision of the Associate Vice President of Facilities Collegewide Maintenance except for those vehicles that have a maintenance agreement

Recommending Officer's Signature: 	Date: 3/9/2020	President's Signature: 	Date: 3/9/2020
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Procedure Manual



Title: Use of College Vehicles	Number: A6Hx2-7.07
Policy Number: 6Hx2-7.07	Page: 2 of 3

with a vendor. The Associate Vice President of Facilities Collegewide Maintenance 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.

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 Collegewide Maintenance. 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 Collegewide Maintenance or his/her designee. Fleet vehicles are not to be taken outside of Broward, Miami-Dade, or Palm Beach counties without prior approval from the Associate Vice President of Facilities Collegewide Maintenance with any conflicts resolved by the Senior Associate Vice President Facilities Management. Personal use, or use for non-college business, is not permitted. Any citations or tickets and their associated fines or penalties are the responsibility of the violator. If the college opts to pay these fines or penalties, then the violator may be required to reimburse the college.

The Vehicle Request form (PHP-4). Campus personnel shall submit their *Vehicle Request* forms to their supervisor through appropriate channels. District personnel should submit their requests to their supervisor. After the request is approved at the supervisory level, these forms shall be forwarded to the Fleet Maintenance Department, who will assign and schedule a vehicle.

The Vehicle Travel Roster (PHP-5). A *Vehicle Travel Roster* form should 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 (24) hours prior to departure, the requestor should 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.

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Procedure Manual



Title: Use of College Vehicles	Number: A6Hx2-7.07
Policy Number: 6Hx2-7.07	Page: 3 of 3

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 20 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.

Vehicles must be kept clean and returned in a clean condition. If the vehicle requires cleaning, the department using the vehicle may be assessed a cleaning fee. The Associate Vice President of Facilities Collegewide Maintenance or designee shall notify the department in writing of the charges incurred.

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.

Vehicle Use. The use of any tobacco product, illegal substance, or alcohol is prohibited inside a college vehicle. Drivers must at all times abide by all traffic laws and safe driving practices. Drivers are prohibited from using cell phones, texting, use of laptops, tablets while driving as per Florida Statute 316.305.

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