1040 Utilization of College Vehicles
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Drivers shall use state-owned vehicles for official state business only. Drivers guilty of misuse are subject to disciplinary action by their agency and may lose their privilege to operate state-owned vehicles. Vehicles are to be operated in a manner which avoids even the appearance of impropriety.

I. ACCESS TO VEHICLE

Official college business requiring motor vehicle transportation for any college employee will be based on the economy-of-scale principle. If possible, more costly travel will have precedence over shorter inexpensive travel.

Access to keys will be coordinated by the Admissions Office on each campus. Keys must be returned to the Admissions Office upon completion of trip. When not being used, vehicle keys are to be kept in each Admissions Office.

- Vehicle keys must be turned back into the Admissions Office after the trip is over or the next working day.

- No college employee, except building and grounds personnel and the president, will possess their own personal set of vehicle keys.

A vehicle driver must have a valid driver’s license to drive any state-owned vehicle. Initially, an employee must show the receptionist a valid driver’s license before using the vehicle.

The Vice President of Financial and Administrative Services may permit students, part-time or hourly employees, and volunteers to state service to operate or ride in state-owned vehicles if on official business for the college.

College vehicles should be returned to the college campus at the end of official travel; however, exceptions will be granted on the following basis:

- When the employee’s residence is located between the college campus and the point of destination/return.

- When the scheduled trip requires an early departure or a late return.

- Campus-Based Vehicles: College vehicles are assigned to both Hobbs and Franklin campuses; however, access is not restricted on a campus basis. An employee, through routine channels, may make arrangements to use vehicles from either campus.
• Taking Vehicles Home: With approval of the Vice President of Financial and Administrative Services or Fleet Coordinator (Building Supervisor), a vehicle may be secured overnight at a residence. This approval is based on early departure and/or late return times. The vehicle must be returned the next workday.

II. USE OF SAFETY BELTS

All college employees who drive or occupy college vehicles or a privately-owned vehicle on official state business shall wear their safety belts at all times whenever the vehicle is in motion and equipped with safety belt systems. The exception includes:

Employees who have a physical condition or other bona fide medical reason, determined in writing by a licensed physician and presented to the supervisor, which would make wearing a safety belt impractical.

III. FIELD TRIPS

College-sponsored field trips may use college-owned vehicles; however, the driver should be an employee of the College with a current driver’s license issued from the Commonwealth of Virginia. Non-college employees may be authorized to operate college vehicles by the Vice President of Financial and Administrative Services. Authorization will require a copy of the individual’s valid Virginia driver’s license.

IV. STUDENT ACTIVITIES

Clubs and student activity groups will have access to the college vehicles. Use of the college vehicles for these groups will be based on reimbursement of miles at the applicable mileage rate. Disclaimer statements of non-college employees must be obtained and a college employee or “approved” driver must operate the vehicle. The Vice President of Financial and Administrative Services can approve a non-employee to drive a college owned/operated vehicle.

V. RELATIVES

Family members of state employees are prohibited to ride in state-owned vehicles unless the family member’s travel is directly related to official college business.

VI. HOURLY AND PART-TIME STATE EMPLOYEES AND NON-STATE EMPLOYEES
Part-time or hourly employees and volunteers to state service may operate or ride in state-owned vehicles if on official college business. Volunteers must have prior approval from the Vice President of Financial and Administrative Services prior to operating a state-owned vehicle.

Individuals not employed by the state may accompany state employees operating state-owned vehicles when they have an interest in the purpose of the trip and their presence is directly related to official state business.

VII. HITCHHIKERS AND PETS

Hitchhikers and pets are not allowed to ride in any state-owned vehicle.

VIII. CELLULAR PHONES AND HANDHELD DEVICES

Cell phones, blackberries, smart-phones, or other electrical devices must be operated via a hands-free device. Any other use such as text messaging or emailing is prohibited while the vehicle is in drive and/or in motion.

IX. EATING

Eating food is prohibited while driving a state-owned vehicle.

X. SMOKING

Smoking and the use of other tobacco products are prohibited in any state-owned vehicle.

XI. COMPLIANCE WITH MOTOR VEHICLE LAWS

It is the responsibility of each individual driver to observe all motor vehicle laws of Virginia. Drivers must not knowingly operate vehicles that do not comply with legal requirements.

All violations and fines, including parking citations, are the responsibility of the assigned driver at the time of such violation. Abuse of motor vehicle laws by a driver may result in the loss of the privilege of a state-owned vehicle.

XII. MOVING VIOLATION REPORTING

Each employee is required to report any moving violation that occurs in a state-owned vehicle to their supervisor within 3 business days. Failure to do so may result in disciplinary action by their agency and loss of their privilege to operate a state-owned vehicle.
XIII. ACCIDENTS

The driver involved in the accident must contact the Virginia Department of State Police. All accidents involving a state-owned vehicle, regardless of the amount of damage, must be investigated by the State Police. Accident instructions can be found in the glove box of each college vehicle.

XIV. ALCOHOLIC BEVERAGES AND DRUGS

Under no circumstances may a state employee operate a vehicle while under the influence of intoxicating beverages, drugs, or other substances. Conviction of such offenses will result in the loss of the privilege of a state-owned vehicle. No state vehicle may be used to transport alcoholic beverages unless it is operated by an employee of the Alcoholic Beverage Control Board or other law enforcement personnel in the performance of their official duties.

XV. PARKING OF VEHICLES

Individuals and agencies are responsible for secure and safe storage and parking of vehicles. Vehicles shall not be left on residential streets or highways overnight unless it is necessary due to mechanical failure or emergency or if you have received approval from the Vice President of Financial and Administrative Services. The assigned driver shall be responsible for towing fees resulting from improper parking.

XVI. OUT-OF-STATE TRAVEL

Use of state-owned vehicles outside of the Commonwealth of Virginia must be coordinated in advance of the travel with the Vice President of Financial and Administrative Services. He/she should take into consideration the mileage and age of the vehicle prior to approving out-of-state travel.

The commercial credit card provided with each College vehicle is normally accepted nationwide for the procurement of fuel. Verify credit card acceptance with the commercial establishment prior to authorizing purchasing fuel.

XVII. DRIVING UNDER ADVERSE WEATHER CONDITIONS

Drivers who drive a state-owned vehicle during adverse weather conditions are cautioned to take extreme care to ensure the safety of driver and passengers.
XVIII. PARKING AND TOLL CHARGES

Parking and toll charges incurred during travel in a state-owned vehicle will be paid by the college in accordance with State Travel Regulations.

XIX. FUEL AND FUEL CARD

Use only unleaded regular fuel in gasoline powered state-owned vehicles. Mid-grade or premium blends are only to be used when regular is not available or the manufacturer requires the use of high octane fuel in the vehicle.

Drivers are expected to use self-service pumps at commercial stations since this service is normally more economical. A fuel card (Mansfield/Voyager Card) is provided for such purchases.

Drivers must enter correct odometer readings, no tenths, into the card readers at all VDOT and commercial self-service fueling sites.

A Mansfield/Voyager Fuel Card should not be used to purchase food, beverages or other goods and services.

XX. USE OF PERSONAL VEHICLES

When authorized by the college, employees may use personal automobiles in the discharge of official duties within the continental limits of the United States with reimbursement at the rate prescribed by State Travel Regulations.

Travel Vouchers for Personal Mileage

- Employees must check in advance with the Admissions Office at your campus to establish if a college vehicle is available or show the cost benefit to the state by attaching the analysis to the travel voucher, before the college will pay the personal mileage rate for travel.

- If the personal mileage rate does not apply, the lower rate or fleet rate will be paid to the employee.