

USE OF COLLEGE/STATE VEHICLES

Policy

State vehicles are available for use by faculty and staff in the execution of their academic and administrative functions. Authorized/recognized student groups in good standing, when approved by their advisor and the appropriate Vice President , may also request use of the vehicles to attend college-related functions.

College/State-owned vehicles are for official use only. Private, personal and recreational use of state-owned vehicles is not permitted.

Because of specific provisions of state insurance, students, other than those employed by the college or who are participating in a student organization are not allowed to drive college vehicles on or off campus.

Authorized passengers in state-owned motor vehicles are limited to college employees, students of the college and guests participating in official college activities and on official travel.

Only authorized drivers may operate state-owned motor vehicles. Drivers must have a valid operator's license, approval from their supervisor or advisor and must be verified by Campus Police as having a good driving record. Drivers of college commercial vehicles must have the appropriate license for the class of vehicle as required by the Code of Virginia.

Some motor pool vehicles are equipped with a GPS. Data is collected and sent to the college computer network.

The possession or use of alcoholic beverages is not allowed in college and state owned vehicles.

Pets are not allowed in college and state vehicles.

Procedure

Motor Pool procedures along with prior supervisor approval must be completed before the trip. Trips out of state or overnight must have a Cost Estimate and Request for Travel Advance Form approved in advance of the trip. Call extension 7502 for reservations. A trip card must be signed and the appropriate charge code must be given when the vehicle is picked up.

Vehicles may be checked out or returned during office hours at the Physical Plant, or at other pre-arranged times with Campus Police.

Reservations for pool vehicles should be made two weeks in advance to assure availability. First come/first served will be the process of assignment. Only a Vice-President or the President may change the priority.

Operators shall have a valid operator's license, and a good driving record. The Campus Police will check DMV records for drivers prior to the trip.

Users of college/state vehicles are encouraged to form pools to the maximum extent consistent with the purpose of the travel.

Vans must be operated by an individual of at least 19 years of age with two years driving experience. In addition, the driver must have a comprehensive driving record check (VA plus the state where drivers license was issued – if different) which shows no violation within the past twelve months and no violations related to alcohol or controlled substances; and the appropriate driver's license for the type of vehicle to be operated.

Supervisor/Department Head Responsibilities

Supervisors/Department Heads are responsible for ensuring that those they assign to operate and/or travel in a college/state vehicle understand this policy and will comply.

Drivers' Responsibilities

The following is a list of the driver's responsibilities.

- Inspecting the vehicles for obvious vehicles/equipment defects (including missing safety equipment) prior to departure and reporting any defects to the Physical Plan.
- Not operating a vehicle that is not performing in a safe manner.
- Not operating a vehicle unless the driver is well-rested.

- Obeying all traffic regulations – including posted speed limits.
- Loading no more than 10 passengers (including the driver) into a 15 passenger van.
- Evaluating weather conditions and curtailing or cancelling the trip when hazardous conditions (i.e., heavy fog, heavy snow, ice, high winds, etc.) are predicted or are occurring – unless in the judgment of the driver curtailing operation poses a greater safety risk than continuing with the trip.

- Reporting any vehicle/equipment defects found during operation to the Physical Plant.

Return Procedure

The operator returns the vehicle to the Motor Pool lot. The ending mileage, date and time is recorded on the trip form along with any mechanical problems noted. The form is signed and the account number for the expense is listed. The trip form, keys and any gasoline receipts are given to the Motor Pool office. After office hours, the keys and trip forms are placed in the key drop box located at the entrance to the Physical Plant.

Accident Procedure

In the event of an accident the following procedure is to be followed:

- All college/state vehicle accidents must be investigated by a Virginia State Police officer, regardless of damage.
- Accidents outside of the State of Virginia must be investigated by the State Police Agency of that state.
Accident procedure instructions are outlined on a green instruction card placed in a plastic pouch located on the front passenger sidekick panel or the glove box. Campus Police are to be notified immediately when an accident occurs. Campus Police can be notified after hours at 276-964-7503. Depending upon the severity of the accident, Campus Police will notify the appropriate individuals.
- The operator must immediately notify the Campus Police Office to complete an accident report. Failure to do so may result in disciplinary action.

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