



ADMINISTRATIVE POLICY

Policy Type:	College Vehicle Use
Policy Number:	1901
Date Adopted:	4/4/2012
Version:	4.0
Review Cycle:	Annually
Date Last Reviewed:	06/26/2017
Office Responsible:	Facilities
Reviewing Committee:	Process Management
Related Policies:	N/A
Related Laws:	N/A

Policy Summary: Jackson College will maintain and provide College vehicles for use by employees while performing College business. This policy details the expectations for authorized drivers and vehicle use.

Scope: All Jackson College employees who intend to use College vehicles.

Definitions:

Authorized Driver: A current Jackson College employee with a valid driver's license.

SchoolDude: The Facilities Department online work request system.

Policy Statement: Jackson College owns and maintains a fleet of vehicles. The college is committed to protecting both the vehicles and the employees who use them. All college owned vehicles with the exception of those used by the President, Security, and Athletic vehicles are assigned to the facilities department.

College vehicles shall be maintained in a condition suitable for safe driving.

The College shall maintain registration and insurance on vehicles in accordance with laws of the State of Michigan. These documents will be located in the glove compartment along with a procedure in case of accident or break-down.

Regulations:

1. Jackson College vehicles shall be used only for the conduct of College business by authorized drivers unless otherwise approved by the president or designee.
2. The authorized driver shall carry his or her driver's license at all times while in possession of a college vehicle.
3. Authorized drivers shall notify their supervisor if their driver's license is suspended or revoked for any reason.
4. Authorized drivers shall report any accidents, damage or moving violations while in possession of a college owned vehicle.
5. Authorized drivers shall follow generally accepted safe driving practices and obey traffic regulations.
6. Authorized drivers shall assume full responsibility for any fines/penalties resulting from traffic or parking violations incurred while in possession of a college owned vehicle.
7. Authorized drivers shall not drive a college owned vehicle while under the influence of alcohol or drugs.
8. Authorized drivers shall not use a college owned vehicle for personal use.

9. Authorized drivers shall not transport hitch-hikers or other unauthorized passengers.

Safety Guidelines:

1. Avoid distractions. Use of hand-held cell phones for texting while driving is illegal in Michigan. The vehicle shall be pulled over to a safe area to use a cell phone to text, or the authorized user may use a hands free device or have a passenger operate a cell phone.
2. Ensure that the vehicle ignition is off and the vehicle is locked when unattended.
Exception: When the vehicle is parked for pick-up or drop-off by the Campus Services Building the car shall remain unlocked.
3. Drivers and all passengers are required to wear seatbelts.
4. During long trips drivers should consider rotating every two hours. No driver should drive more than ten hours straight during a twenty-four hour period. If there are not enough drivers to rotate, an overnight stay is advised.
5. Avoid conditions that lead to loss of control:
 - a. Driving while sleepy
 - b. Driving too fast for road conditions
 - c. Driving in inclement weather

Vehicle Request: Vehicle requests shall be made at least seventy-two hours in advance. Vehicle requests shall be made through SchoolDude, the online work request system for the Facilities Department.

Vehicle Pick-Up & Return: Jackson College vehicles shall be picked up in front of the Campus Services Building immediately before departure for a trip and returned to the Campus Services Building immediately upon return. *Vehicles shall be left unlocked with the keys in the visor.* Vehicle pickup and return must be followed closely to insure that each vehicle will be available for the next scheduled user.

Overnight: Vehicles may be kept overnight for an early departure time or for a late night return time with prior approval from the Facilities Department.

Gasoline: Vehicles shall be clean and have a full tank of gas when picked up. Any additional gas purchases are the responsibility of the authorized driver. College gas cards are not available. For policy/procedure for personal gasoline expenditure refer to the Travel Reimbursement Procedure set forth by the Business Office.

Cancellation: Cancellations shall be made at least twenty-four hours in advance.

Change Log:

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
04/04/2012	1.0	Initial Release	R. Smith
05/06/2014	2.0		R. Harris
12/10/2015	3.0	Update for style guide	D. Schissler
06/26/2017	4.0	Reviewed & Updated	M. Phillips