



## ADMINISTRATIVE POLICY

Policy Title:	<b>College Vehicle Use</b>
Policy Number:	LC-901
Date Adopted:	4/4/2012
Version:	5.0
Review Cycle:	Annually
Date Last Reviewed:	1/25/2022
Office Responsible:	Facilities
Reviewing Committee:	Process Management
Related Policies:	N/A
Related Laws:	N/A

**Policy Summary:** Jackson College seeks to safeguard its employees and others when driving a motor vehicle is required while conducting college business.

**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.

### **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. All Jackson College employees who use a Jackson College vehicle must sign and agree to the Employment Conditions of Vehicle Use in addition to annual mandatory vehicle safety training (Safe Colleges).
3. Jackson College will check the motor vehicle records annually for all current employees with driving responsibilities or those who use college vehicles for business travel purposes.
4. The authorized driver shall carry his or her driver's license at all times while in possession of a college vehicle.
5. Authorized drivers shall notify their supervisor if their driver's license is suspended or revoked for any reason.
6. Authorized drivers shall report any accidents, damage or moving violations while in possession of a college owned vehicle.
7. Authorized drivers shall follow generally accepted safe driving practices and obey traffic regulations.
8. 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.
9. Authorized drivers shall not drive a college owned vehicle while under the influence of alcohol or drugs.

10. Authorized drivers shall not use a college owned vehicle for personal use.
11. Authorized drivers shall not transport hitch-hikers or other unauthorized passengers.

### **Vehicle Usage**

All college owned vehicles apart from those used by the President, Security, and Athletic vehicles are assigned through the facilities department.

Vehicle requests shall be made at least seventy-two hours in advance through SchoolDude and can be picked up immediately before departure. College vehicles shall be maintained in a condition suitable for safe driving and will have a full tank of gas. When returned, *vehicles shall be left unlocked with the keys in the visor and on time*. For policy/procedure for personal gasoline expenditure refer to the Travel Reimbursement Procedure set forth by the Business Office.

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

### **Change Log:**

<b>Date Of Change</b>	<b>Version</b>	<b>Description of Change</b>	<b>Responsible Party</b>
04/04/2012	1.0	Initial Release	R. Smith
05/06/14	2.0	Bi-annual review	R. Harris
12/10/2015	3.0	Update for style guide	D. Schissler
6/26/2017	4.0	Reviewed & Updated	M. Phillips
2/1/2022	5.0	Reviewed and Updated	C.Allen