POLICY Board of Trustees - Montgomery College **79001**

Chapter: Facilities Modification No. 002

Subject: Use of College-Owned Vehicles

I. College-owned trucks, cargo vans, passenger vans, and other motorized vehicles are to be used only for official College business.

II. The only units authorized to budget for and purchase College vehicles are the Office of the President, Facilities, Workforce Development & Continuing Education**,** and Procurement.

III. All College-owned vehicles will have appropriate administrative controls for routine maintenance and security.

IV. The President is authorized to develop, publish, and disseminate procedures for the use of College-owned vehicles.

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Board Approval: September 15, 1997; December 13, 2010

PROCEDURE - Montgomery College **79001CP**

Chapter: Facilities Modification No. 003

Subject: **Use of College-Owned Vehicles**

I. Appropriate Use of Vehicles

A. College vehicles are procured in accordance with Board of Trustees Policy and will be used for official College purposes only.

B. With the exception of vehicles assigned to the President's Office, the Procurement Office, and Workforce Development & Continuing Education (WDCE), the Facilities Office will budget for all vehicles and control their use. When appropriate, the Facilities Office may sub-assign vehicles to other College units on a priority basis, but those units must account for and maintain records on those vehicles as directed by Facilities. The Associate Vice President for College Facilities, or designee, will establish maintenance and operations forms and programs that will be used uniformly throughout the College.

C. College vehicles may only be used within Maryland and Washington, D.C.

II. Driver Qualifications and Responsibilities

A. College vehicles may be operated only by College employees who have a valid driver's license. College unit administrators will certify in writing to the Chief Human Resources Officer, or designee, that personnel who are assigned to drive vehicles for their unit are qualified and properly licensed. Human Resources is responsible for checking the driving records of all employees who, as a requirement of their job, drive College vehicles.

B. College vehicles used by WDCE for driver education may be operated only by College employees who have a valid driver's license or by validly licensed driver trainees, under the direct supervision of a certified driving instructor having a valid driver's license. The appropriate WDCE unit administrator will certify in writing to the Chief Human Resources Officer, or designee, that personnel who are assigned to operate vehicles for their unit are qualified and properly licensed.

C. All local, state and federal laws must be observed by operators of College vehicles. All applicable College procedures must be followed. Seat belts must be worn by all occupants. Drivers may not use cell phones, send text messages or use tobacco products while driving College owned or leased vehicles.

D. The right to operate College vehicles may be revoked by the Chief Human Resources Officer, or designee, when circumstances show that action to be in the best interest of the College. Multiple tickets and misuse of vehicles are examples of those circumstances. Individual drivers are responsible for any traffic tickets, including parking and moving violations.

III. Administrative Controls

A. Passenger van trip records will be required for all off-campus trips and gasoline utilization will be reviewed periodically. All units will be assessed the current per

mile vehicle use charge for use of passenger vans. Note: The College passenger van pool also includes one cargo van which is available scheduling.

B. Passenger vans and keys will be checked out and turned in to campus security at the end of each trip. There will be no out-of-state overnight trips using College passenger vans. Other College work and instructional vehicles are not available for loan to College departments.

C. Users are responsible for the interior cleanliness of assigned vehicles. Users who return vehicles in an unsatisfactory condition will not be permitted to use College vehicles in the future. No exceptions.

D. Accidents in College vehicles must be reported as soon as possible to the campus security office from which the vehicle keys were issued. The operator's unit administrator must also be notified as soon as possible, but no later than 24 hours after the accident. Security will take a written report and forward it to the Associate Vice President for College Facilities, or designee, and the Chief Human Resources Officer, or designee, within 24 hours of taking the report.

E. If the College is closed due to inclement weather, no College vehicles will be permitted to be taken off campus with the exception of security vehicles and vehicles used for snow removal.

IV. Surplus Vehicles

Vehicles that are replaced by new purchase must be sold or traded-in, in accordance with College procedures for surplus property, unless the Associate Vice President for College Facilities certifies and the Director of Procurement concurs that the vehicles are still serviceable, that there is a valid use for them and that it is in the best interest of the College to retain them. In such cases, the Senior Vice President for Administrative and Fiscal Service's approval must be obtained.

V. Use of Non-College Owned Vehicles

A. Units may lease vehicles when such use will be directly related to the academic or administrative activities of the College. Units must rent vehicles (buses, vans, and cars) through the Procurement Office for trips outside of Maryland and Washington, D.C. or for large groups. College-funded vehicle rentals must be driven by College employees with a valid driver's license.

B. The College's insurance does not cover non-College owned vehicles, and the College is not responsible for the protection and safe operation of such vehicles or their occupants. Units must purchase insurance from the rental company to cover these vehicles and third parties.

C. In accordance with rental company procedures and College procedures, accidents in leased vehicles must be reported immediately to the rental company, the Office of Procurement, Human Resources, and the vehicle operator's unit administrator. The operator must also file an incident report at a campus security office.

Administrative Approval: September 15, 1997; November 20, 2002; December 13, 2010