



**POLICY: 6Hx28:5-05**

**Responsible Executive:** Executive Vice President, Administrative Services

**Policy Contacts:** Chief Operations Officer

**Specific Authority:** 1001.64, F.S.

**Law Implemented:** 1001.64, F.S.; Chapter 316-324 Motor Vehicles, F.S.

**Effective Date:** 05-26-2022

**Date of Last Policy Review:** 05-26-2022

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## Vehicle Use for College Business

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### Policy Statement:

- I. Valencia College (“College”) is committed to meet transportation needs, promote safety, and provide guidelines for vehicle use while performing College business. Vehicles driven by individuals for official business shall be operated in a safe manner and in compliance with applicable rules, regulations, motor vehicle laws, and applicable College policies.
  
- II. The President, or designee(s), shall adopt programs and establish procedures to implement this policy.

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### Policy History:

Adopted 12-11-74; Amended 12-15-82; Formerly 6Hx28:4-09; Amended 11-18-92; Amended 10-16-07; Formerly 6Hx28:04-28; Amended 5-26-22

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### Related Documents/Policies:

College Policy 6Hx28: 3B-02 Pre-Employment Screening and Inprocessing of New Employees

College Policy 6Hx28: 3D-06.3 Workers’ Compensation and Illness-or-Injury-In-Line-Of-Duty Leave

College Policy 6Hx28: 3E-08 Disciplinary Action

College Policy 6Hx28: 05-08 Travel by Authorized Personnel

College Policy 6Hx28: 10-01 Reporting Incidents or Injuries

College Policy 6Hx28: 10-05 Smoking Regulations

College Policy 6Hx28: 10-08 Drug-Free Campuses and Workplace

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## **Procedures:**

The procedures described below cover guidelines, expectations, and operation of vehicles for official College Business:

- I. College employees may be required and authorized to drive motorized vehicles, including College owned vehicles, personal vehicles, rental vehicles, leased vehicles, and/or vehicles on loan to the College being used for official business.

### II. College Vehicles

#### A. Driver's License Eligibility and Age Requirements for Employees

1. A candidate given a conditional job offer for a position that requires driving as an essential job function is required to possess, by the first date of employment, a valid driver's license for the class of vehicle being driven. In accordance with Florida Statute 322.031, candidates that do not have a valid Florida driver's license by their first date of employment, must obtain a valid Florida driver's license for the class of vehicle being driven within 30 days of Florida residency and provide proof of the Florida license to Organizational Development and Human Resources (ODHR) for validation and placement in the employee's personnel file. The College may rescind a conditional offer of employment to employees who fail to obtain the required driver's license within the timeframe stipulated, absent extenuating circumstances as approved by a representative from ODHR.
2. Employees using College vehicles must be 18 years of age or older, possess a valid Florida driver's license, and adhere to motor vehicle laws. An employee less than 18 years of age is not authorized to drive a College vehicle.

#### B. Monitoring of Employee Driving Records and Employee Reporting of Motor Vehicle Violations and Accidents

1. Employees hired in which driving is an essential job function shall have an initial motor vehicle records (MVR) screening prior to employment and an annual MVR screening thereafter up, until the employee either separates from employment or the employee transfers to a position where driving is

not an essential job function. Driving violations may or may not disqualify a job candidate or an employee from driving on behalf of the College. Each circumstance shall be evaluated on a case by case basis for a determination. For additional information, see College Policy 6Hx28: 3B-02 Pre-Employment Screening and Inprocessing of New Employees and College Policy 6Hx28:3E-08 Disciplinary Action.

- a. If an annual MVR screening reveals violations or information is received outside of the annual MVR screening of violations that were not previously reported by an employee, the employee may receive applicable employee corrective or disciplinary action in accordance with College Policy 3E-08 Disciplinary Action. Disciplinary action(s) shall be evaluated on the number of occurrences, severity of the violation(s), and the essential functions of the job.
2. Employees who drive a College vehicle for official business must notify their supervisor as soon as possible and no later than their next scheduled work day should their license be suspended, revoked, cancelled, or any other restriction placed on the employee's driver's license. Each circumstance shall be evaluated on a case by case basis for appropriate action.
3. Employees are responsible for reporting to their supervisor any traffic or parking violations received while driving a College vehicle no later than the end of the employee's work day on the day of the incident or as soon as possible thereafter. Each circumstance shall be evaluated on a case by case basis for appropriate action, which may include being responsible for payment of any applicable fines, penalties, legal fees, or other costs resulting from a traffic or parking violation issued while operating a College vehicle.
4. Employees involved in a motor vehicle accident while driving a College vehicle for official business shall follow reporting protocols in accordance with College Policy 6Hx28: 10-01 Reporting Incidents or Injuries.

### C. College Vehicle Departmental Responsibilities

#### 1. Vehicle Tag, Title, Registration, and Insurance

- a. Departments falling under professional and continuing education programs may purchase or lease new or used College vehicles for the department and/or programs under their purview due to the number and unique types of vehicles needed. The original title, copies of

purchasing paperwork, and copies of vehicle registration shall be forwarded and maintained by the Risk Management Office.

- b. All other collegewide departments interested in purchasing and/or leasing new or used College vehicles must first partner with Business Operations and the Risk Management Office for the coordination of such purchase/lease and required tags, titles, and registrations, as applicable. Vehicle registrations and current insurance cards shall be stored in the glove box of the College vehicle. The original title, copies of purchasing paperwork, and copies of the vehicle registration, as applicable, shall be forwarded and maintained by the Risk Management Office.

## 2. Vehicle Maintenance, Repairs, and Sanitation

- a. Maintenance and Repairs - Professional and continuing education programs are responsible for the proper maintenance and for coordinating with appropriate service providers (as needed) of College vehicles assigned to their department. All other collegewide departments assigned College vehicles are responsible for:
  - i. Monitoring College vehicles to ensure they are properly maintained and partnering with the regional campus fleet mechanic to evaluate the vehicle for service and/or coordination with repair shops on items, as applicable; and
  - ii. Incurring costs for vehicle repairs exceeding warranty expirations, repairs caused by accidents, and maintenance items such as new tires, engine, overhauls, and other items beyond incidental charges.

Departments that determine a College vehicle has a safety issue(s) shall not allow the driving of such vehicle until deficiencies are evaluated and addressed by a regional fleet mechanic.

- b. Sanitation - Departments assigned College vehicles are responsible for the routine internal and external cleanliness of the vehicle. During emergency management circumstances (e.g., pandemics), in addition to routine vehicle cleaning, departments are responsible for implementing additional sanitizing and disinfecting protocols, before and after each vehicle use for high-traffic internal and external vehicle surfaces including and not limited to door handles, door latches, mirrors, steering wheels, turn signals, console, and controls.

3. College Vehicle Reservation and Check Out - Departments assigned College vehicles are responsible for establishing their own process for reservation and checkout of department College vehicles. A mileage log book is not required for College vehicles equipped with a Global Positioning System (GPS). For vehicles not equipped with a GPS, a mileage log book must be maintained in each vehicle to record trips taken in the vehicle off campus. The mileage log book is required for auditing purposes and the log book shall record at a minimum the following information:

- a. Date
- b. Departing location
- c. Destination(s)
- d. Beginning vehicle mileage
- e. End vehicle mileage
- f. Purpose of trip
- g. Printed name of driver and initials

Note: College vehicles are normally prohibited from being driven outside of the scope of the destination and College related activity; or driven between the College and an employee's residence or other off-site location, unless approved by the employee's supervisor that includes the specific business purpose for such use of the College vehicle. For example, with supervisor approval, an employee may take a College vehicle to their place of residence or other off-site location if the employee is attending an out of town development opportunity and/or conducting out of town College related professional responsibilities. In these types of circumstances, the College vehicle may be used for an early departure or a late return; or the driving time to or from the final destination is reduced by taking the College vehicle to the employee's residence or other off-site location.

4. Fuel Card Program - The College participates in a fuel card program where fuel cards are assigned to specific College vehicles. Authorized employees are assigned a personal identification pin that can be used on any College issued fuel card.

- a. Departments are responsible for identifying and coordinating the assignment of personal identification fuel pins to authorized employees. Authorized drivers will use their assigned pin with the designated College vehicle and fuel card to purchase fuel at an authorized fuel location.
- b. Authorized drivers of College vehicles who use a College issued fuel card are responsible for obtaining receipts for all fuel purchases for

the assigned College vehicle. Drivers will turn in fuel receipts to their immediate supervisor or department office as soon as possible and each applicable department shall maintain fuel card purchase receipts in accordance with the appropriate records retention schedule.

c. Lost or damaged fuel cards shall immediately be reported to the employee's supervisor and a representative of Safety and Security for completion of a 'Security Incident Report'.

d. Abuse or misuse of the fuel card may subject an employee to suspension of College vehicle driving privileges and/or disciplinary action in accordance with College Policy 6Hx28: 3-08 Disciplinary Action.

5. Accident Reporting Kit - Departments assigned College Vehicles are responsible for obtaining an 'Accident Reporting Kit' (vehicle registration, proof of insurance, and accident recording form) from the College's Risk Management Office for initial placement in the vehicle glove compartment and replenish documents as needed.

6. Damage to Vehicles - If a College vehicle is stolen or damaged where no responsible party is identified, or the damage is due to weather elements (e.g., wind or water), the department to which the vehicle is assigned shall be responsible for applicable deductibles. Vehicle theft, loss or theft of vehicle transponder, and/or vehicle related damages shall be reported in accordance with College Policy 6Hx28: 10-01 Reporting Incidents or Injuries.

7. Electronic Citations/Fines - If a citation and/or fine is issued to a College vehicle by a "red-light" camera or other unmanned device (e.g., E-Pass), the department responsible for the vehicle must identify the employee driving at the date and time the citation was issued. The department shall evaluate the circumstances and determine if the employee or department shall be responsible for payment of the citation to include any applicable employee corrective or disciplinary action in accordance with College Policy 6Hx28: 3E-08 Disciplinary Action.

8. Departments are responsible for informing applicable department employees who drive College vehicles of employee expectations and responsibilities pertaining to College vehicles (i.e. required training; employee awareness of the ability of GPS equipped vehicles to record driving speed, mileage, and location of vehicle; mileage log book completion for those vehicles not equipped with GPS; fuel card program;

vehicle damage protocols; reporting traffic accidents and violations received while driving a College vehicle; etc.).

#### D. College Vehicle Driver Training and Responsibilities

1. Employees who drive College vehicles shall complete applicable training on driver safety and awareness at employee onboarding and annually thereafter. Applicable employees must have a valid Florida driver's license in their possession at all times while driving a College vehicle and abide by motor vehicle laws (including and not limited to seat belts, speed limits, use of cell phones and other portable electronic devices, prohibition of texting while driving, prohibition on impaired driving, etc.).
2. Employees authorized to drive a College vehicle may drive for official business purposes; personal use of a College vehicle is prohibited.
3. Employees are responsible for understanding how to operate the basic functions of a College vehicle and check proper functioning items such as lights, wipers, mirrors, seat adjustments, cruise control, etc. Deficiencies discovered during the vehicle check shall be reported by the employee to the department supervisor. If the deficiency is safety related such as non-working brake lights, headlights, wipers, turn signals, etc., the College vehicle shall not be driven until the deficiency(ies) is(are) corrected by the department in partnership with the regional campus fleet mechanic to evaluate the vehicle for service and/or coordination with repair shops on items, as applicable. Deficiencies discovered while driving the vehicle (e.g., non-working transponder) shall be reported as soon as possible to the supervisor.
4. Employees who drive a College vehicle are responsible for ensuring the number of passengers does not exceed the number of available seats and that each passenger is using the provided seat belt.
5. Employees are responsible for locking College vehicles when not in use, removing personal items from inside the vehicle, and are prohibited from smoking inside College owned or leased vehicles in accordance with College Policy 6Hx28: 10-05 Smoking Regulations.

E. Reporting of College Vehicle Accidents - College vehicle accidents should be reported in accordance with College Policy 10-01 Reporting Incidents or Injuries.

F. Vendors and Contractors - College vendors and/or contractors may drive College vehicles under extenuating or emergency circumstances as authorized by the College President or designee. Vendors and contractors authorized by the College

to drive a College vehicle must be 18 years of age or older, possess a valid driver's license, adhere to motor vehicle laws, report vehicle deficiencies to the respective department, and abide by applicable College policies and procedures.

- G. Passengers in College Vehicles - College employees, students participating in authorized trips, volunteers, vendors/contractors, individuals engaged in College business or related activity(ies), or individuals approved by the sponsoring department are authorized to be a passenger in a College vehicle (driven by an authorized driver). Passengers are responsible for abiding by motor vehicle laws, including and not limited to seat belts and other applicable College policies (e.g., College Policy 6Hx28: 10-05 Smoking Regulations and College Policy 6Hx28: 10-08 Drug-Free Campuses and Workplace.) The number of passengers allowed to travel in a College vehicle is limited to the number of available seats and seat belts in the vehicle.

III. Rental Vehicles for Official Business - Rental vehicles used for official business travel shall be rented through College approved car rental agencies. Individuals are responsible for locking rental vehicles when not in use, removing personal items from inside the vehicle, and are prohibited from smoking inside College rented vehicles in accordance with College Policy 6Hx28: 10-05 Smoking Regulations.

- A. For the health and welfare of the College community, the rental of 12 and 15 passenger vans are discouraged. The College recommends rental of the appropriate number of minivans to transport large groups or to preferably contract with professional transit services for large transportation needs.

IV. Use of Personal Vehicles for Official Business - Personal vehicles are permitted to be used for official business.

- A. Drivers of personal vehicles are responsible for maintaining a valid driver's license, maintaining personal vehicle insurance coverage as required by law, and following motor vehicle laws.

- 1. In the event of a personal vehicle accident during the course of official business, drivers of personal vehicles shall use their personal vehicle insurance as primary insurance. If injuries are sustained, injured employees may be eligible for workers' compensation medical benefits and leave, as applicable. For additional information, see College Policy 6Hx28: 3D-06.3 Workers' Compensation and Illness-or-Injury-In-Line-Of-Duty-Leave.

- B. Drivers of personal vehicles may be eligible for tolls, parking, and per mile reimbursement costs at the rate established and approved by the District Board of Trustees within the limits prescribed by Florida Statutes. For additional information, see College Policy 6Hx28: 05-08 Travel by Authorized Personnel.



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**Procedure History:**

Adopted 12-15-82; Amended 11-18-92; Amended 10-16-07; Amended 5-26-22; Formerly 6Hx28: 4-28

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**Date of Last Procedure Review:** 05-26-2022