

POLICY: 6Hx28:5-05



Responsible Official: Vice President,
Business Operations and Finance

Specific Authority: 1001.64, F.S.
Law Implemented: 1001.64, F.S.

Effective Date: 10-16-2007

College Vehicles

Policy Statement:

The use of college-owned or leased vehicles must be approved by the president or a designee. All drivers must hold a valid Florida driver license for the type of use and type of vehicle to be driven.

Procedures:

The procedures described below will be used to assign college vehicles to authorized and qualified groups, organizations, or individuals.

Passenger Vans:

Passenger van drivers must show proof that they hold a valid Florida commercial driver license.

When these procedures are followed and when more than one group desires to use the van at the same time, the van will be assigned to the group whose use would be most economical to the College.

- I. The scheduling and control of the vans will be coordinated through the director of athletics.
- II. The leasing fee for the vans will be borne by the student activities budget.
- III. The vans will be checked out only to authorized faculty or staff members, or in rare cases to other approved drivers. Students may drive the van only if they are doing so as a function of their employment by the College.
- IV. The day-to-day expenses of operating the van (gasoline, oil, tolls, parking charges, etc.) will be the responsibility of the group using the vehicles.

- V. Eligible persons or groups desiring to use the vans should complete the request form in PEC 201 at least ten (10) working days prior to the date they desire to use the van. Final approval will be given five (5) working days prior to the requested usage date(s).
- VI. At the appropriate check-out time, the keys to the vehicle will be issued to the user. Keys must be returned to PEC 201 at the very earliest time possible following the trip. If the office is closed, keys should be returned to the security office.
- VII. The van must be filled with gasoline before returning to campus.

Pick-Up Trucks, Panel Cargo Trucks, and Cargo Vans:

- I. The scheduling and control of these vehicles will be coordinated through the supervisor of physical plant.
- II. These vehicles will be checked out only to authorized college employees.
- III. Those authorized personnel who wish to reserve these vehicles may do so by calling the supervisor of physical plant.
- IV. To check out these vehicles, the driver must go to the physical plant office (East or West), and:
 - 1. Check out the keys
 - 2. Fill out the office log
 - 3. After the trip the keys must be returned to physical plant office and the log must be signed
- V. A log is also kept in the vehicles and should be filled out before and after the trip. The following information is requested in the log:
 - 1. Name of driver
 - 2. Mileage (beginning and ending)
 - 3. Destination
 - 4. Time returned
- VI. When these vehicles are to be used before or after normal working hours and the physical plant offices are closed, the above check-out procedures (D and E) can be accomplished through the security office (East or West).
- VII. The capacity of the vehicle must be adhered to at all times.
- VIII. Maintenance of these will be handled by physical plant.

**Related
Documents/Policies:**

None

**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

**Procedure
History:**

Adopted 12-15-82; Amended 11-18-92; Amended 10-16-07; Formerly 6Hx28:04-28