

Category: Operations

Policy Title: Use of College Vehicles

Policy Statement: It is Garden City Community College philosophy to make vehicles available to all educational and athletic organizations. The President must approve all non-college use of any college vehicle.

Any GCCC employee driving any College vehicle is required to take a defensive driving course, must have a valid driver's license, and must have a clean motor vehicle record (MVR).

GCCC students may drive a college vehicle under the direct supervision of a college employee. The student driver must have a defensive driving course certificate on file in the Transportation Office, must have a valid driver's license, and must have a clean motor vehicle record (MVR).

Non-employees must have permission from the President before driving a college vehicle.

All drivers are required to notify the Transportation office within 30 days of the conviction for any traffic violation (except parking). This applies to any vehicle the driver is driving. Any driver failing to report traffic violations may be denied the use of a college vehicle.

Any student group traveling further than 100 miles or for trips lasting longer than 2 hours one-way must have a driver. The President may grant exceptions to this policy.

Procedures:

- Call ext. 240 to reserve a college vehicle.
 - Call in advance to verify that a vehicle is available, there are times when vehicles are all reserved.
 - Enter the vehicle number given on your trip request.
- Complete trip request as soon as possible.
 - It may take several days for a Trip Request to reach the required destinations by campus mail, if you are short on time before your trip you will need to hand carry the request around for approvals.
 - Please include a cell phone number that you can be reached at while on the trip.
 - Destination must be a City and State. Please specify Kansas City, KS or MO as the approval required is different.
 - All out of state travel requires the President's approval
- Trip requests are required for every trip: regardless the length of the trip.
 - All trip requests need to be signed by your Division Director and your Dean. If the trip is out-of-state, it needs to be signed by Dr. Swender.
 - You must enter an account number on request even if no advance is being requested nor any expense will be incurred.
 - Please document all persons that will be in the vehicle.
 - Travel advances are indicated on the Trip Request Form.
 - Checks are written on Mondays and Thursdays. Checks are available to pick up in the Business Office by 3pm on those days. To receive a check on Monday, all properly completed documentation must be in the Business Office by 3 pm on the Friday before. To receive a check on Thursday, all paperwork must be in the Business Office by 3pm on Wednesday. When the college is closed on Monday,

checks for that week will be written on Thursday only unless otherwise announced. PLEASE plan in advance.

- You must indicate on your trip request whether you are taking a college vehicle or are requesting a gas card.
- After trip requests have all of the appropriate signatures, bring them to the Transportation Office.
- Trip requests must have all the approval signatures and be on file in the Business Office before gas cards or vehicles are released.
- Pick up fleet vehicle keys in the Transportation Office in the Facilities Building during regular business hours before you are scheduled to leave on your trip.
- If you are taking a personal vehicle pick up gas cards in the Business Office.
 - When you return your gas card to the Business Office, include all fuel receipts associated with the card.
- Vehicle Packets will include a gas card assigned to your vehicle, a set of keys, and a Vehicle Trip Ticket.
 - The Trip Ticket needs to be filled out completely please.
 - Please print the information so that it can be read
- Upon return of your trip: Fill vehicle with fuel, wash windshield, remove all trash from vehicle, and remove personal items.
 - Please try to fill up at the least expensive filling station as possible. Use regular octane unleaded or E 10. Higher E values will decrease gas mileage and may increase engine wear.
- Fleet vehicles must be returned on time as they may be scheduled for use the next day.
- Upon return of your trip, place completed trip ticket, gas card, fuel receipts, and vehicle keys back into pouch and return pouch to Transportation office. If you return after hours, please drop pouch into drop box located outside of the Facilities Building behind the buses.
- Fleet vehicles need to be returned to Fleet Parking, located in the west end of the Penka parking lot. Fleet vehicles are not to be taken home or anywhere that is not associated with your trip request.
- Fleet vehicles must be secured at all times. Lock all doors when leaving the vehicle. DO NOT leave credit cards in vehicle. Please keep on your person or in a secure location.
- Seatbelts must be worn at all times by everyone in the vehicle.
- Alcohol and Tobacco use in college vehicles is prohibited.
- Pets are not allowed in college vehicles.
- It is the driver's responsibility to inspect the physical appearance of the vehicle upon departure and return. If you feel there might be something mechanically wrong with the vehicle, please note the symptom on your Vehicle Trip Ticket.
- Call the Transportation Office if there are any questions or concerns while you are out in a fleet vehicle. Safe vehicles are a priority for the Transportation department. I will attempt to help over the phone or arrange to get you the help you need, wherever you might be.
- If a gas card is lost or stolen, please contact myself or the Business Office immediately so that the appropriate action may be taken.
- If a fleet vehicle is found unsecured and/or the credit cards are left in the vehicle; GCCC Security or myself will remove credit cards and park vehicle at the Fleet parking lot. An unsecured access and security risk notification will be filed through Security.
- Unsafe operation of a vehicle, failure to return the vehicle, fuel card or vehicle keys after use will result in suspension of driving privileges. Suspension length and specifics would be determined by the Transportation Coordinator and the appropriate Vice President depending on department and situation.

- GPS vehicle tracking systems are installed in fleet vehicles. These devices allow GCCC to monitor the location, speed, direction, ignition status, and other information of its vehicles. Please follow all posted speed limits.
- In case of emergency Road Side Assistance is provided through Verizon 866-227-7323
 - Please call the Transportation on call cell phone 620-271-3977 before contacting Verizon.
 - See Road Side Assistance card in the fuel card wallet or glove compartment for more information
- If you have an accident,
 - Call 911, if there are any injuries or if you are unable to move safely off of the road. Next, call 620-271-3977. There is an envelope with accident reporting forms in each key pouch.
 - Exchange the following information: name, address, phone number, insurance company, policy number, driver license number and license plate number for the driver and the owner of each vehicle.
 - Also make a written description of each car, including year, make, model and color — and the exact location of the collision and how it happened. Take pictures of the accident and damage to both vehicles.
 - The College shall have the right to conduct tests for drugs or alcohol on employees who are involved in an accident.

These are the rules and regulations associated with fleet vehicles. Fleet vehicle use is a privilege and failure to abide by said guidelines may result in suspension of that privilege.

Contacts: Chief Financial Officer

Approved Date: 1/1/2016

Policy History: 5/1/2006; 3/1/2007; 3/8/2012; 8/8/2014

Keywords: driver, transportation, travel, vehicle, trip request

Related Forms: