

## USE OF COLLEGE PROVIDED VEHICLE TRANSPORTATION POLICY

### I. Policy Section

14.0 Risk Management

### II. Policy Subsection

14.7 Use of College Provided Vehicle Transportation

### III. Policy Statement

College sponsored travel may require the use of College-owned vehicles or vehicles rented under the name of the College. The use of College provided vehicles will be in accordance with the guidelines presented within this policy.

### IV. Reason for Policy

This policy is enacted to ensure consistent procedures for the use of College-provided vehicles and to provide the College, its staff and its students with procedures designed to minimize the risks inherent in staff and student travel.

### V. Entities Affected by This Policy

Vehicle Rental Companies

### VI. Who Should Read this Policy

- A. Faculty and staff who use college-provided transportation
- B. Volunteers who use college-provided transportation
- C. BCO's who have vehicles assigned to their departments

### VII. Related Documents

Policy 7.6 and 8.15 – College Sponsored Travel

### VIII. Contacts

- A. Executive Director of Financial Services
- B. Chief of Campus Police
- C. Fleet Manager

IX. Definitions

- A. College Provided Vehicles: Vehicles owned or leased by the College for use by College staff, including vehicles assigned to specific departments and vehicles rented by the College from external agencies for transportation of more than one person. A vehicle rented by faculty and staff for individual travel as part of a conference or seminar is excluded from this policy and procedure.
- B. Indemnify: to insure against loss, damage.

X. Procedures

- A. For Vehicles Assigned to Departments
  - 1. Annually prior to the start of the academic year, Campus Police will contact departments that have a College provided vehicle assigned to them to request names of potential employee-drivers.
  - 2. By August 1, the BCO will submit to Campus Police a College Vehicle Driving Form (found on the Campus Police web site) for each employee that may drive a College provided vehicle.
  - 3. Campus Police will verify that each employee has a valid State of Michigan driver's license. Campus Police will notify the BCO of the employee's ability to drive. This decision is final.
  - 4. BCO's are responsible to assure that their assigned vehicle(s) contain current registration and proof of no-fault insurance documents.
- B. For Fleet Vehicles or Rented Vehicles
  - 1. At least one month prior to a scheduled travel event, the College faculty or staff should:
    - a. Notify the Fleet Manager (all vehicle reservations must be coordinated by the Fleet Manager).
    - b. Provide a copy of the Student Travel Approval Form (student clubs and organizations only), and an approved Leave of Absence form, if applicable.
    - c. Complete a College Vehicle Driving Form for all staff that may drive the College provided vehicle and who have not had their driving record verified in the past twelve (12) months.
    - d. Submit the completed form to Campus Police.
  - 2. Campus Police will verify that each employee has a valid State of Michigan operator's license. Campus Police will notify the Fleet Manager and the Provost's Office of individual driving status. This decision is final.
  - 3. For College activities that occur on a regular basis during a defined time period (i.e., athletic travel, Upward Bound), the College Vehicle Driving Form need only be completed once per year prior to the first use of a College provided vehicle.

C. Fifteen (15) Passenger Vans

1. **Students may not be transported in 15 passenger vans.**
2. Passengers should always fill seats from the front of the van to the back.
3. Internal cargo placed in the vans (luggage, equipment) is not to be loaded above the rear seat level. Excessive cargo loading behind the rear axle should be avoided.
4. A spotter should be used, when possible, when backing up a 15-passenger van.

D. General

1. All drivers must be 21 years old and employees (or authorized volunteers such as club advisors, volunteer coaches, etc.) of GRCC. **STUDENTS, INCLUDING STUDENT EMPLOYEES, ARE NOT PERMITTED TO OPERATE COLLEGE PROVIDED VEHICLES.**
2. All drivers must complete specific training offered through Campus Police prior to operating College provided vehicles (except drivers already possessing a CDL endorsement).
3. While operating any College provided vehicle:
  - a. Use of cell phones is prohibited (*sending/receiving text messages is expressly prohibited by state law*)
  - b. All occupants must wear seat belts
  - c. Posted speed limits and other applicable motor vehicle operating laws and regulations must be adhered to at all times
  - d. The hauling of trailers or external cargo is prohibited
4. It is the responsibility of the authorized driver to self-report loss of a valid State of Michigan operator's license to Campus Police. Failure to do so and operating a College provided vehicle without a proper license could result in disciplinary action, up to and including termination. In addition, the driver will be held responsible for any liability incurred by the College.
5. The authorized driver should complete the following steps if involved in an accident while operating a College provided vehicle:
  - a. If the accident occurs while on campus, call Campus Police and file a police report.
  - b. If the accident occurs while off campus, notify the local law enforcement agency and file a police report. Obtain the name of the officer, the agency and the police report number, if available.
  - c. Immediately report the accident to Campus Police and the Fleet Manager.
6. At any time, the Fleet Manager, Chief of Campus Police or Risk Management Office may recommend the suspension of an employee's "authorization to drive" based on reported traffic violations, unsafe driving or accidents while operating a College provided vehicle.

7. When checking out College provided vehicle, the employee must provide a copy of their motor vehicle operator's license. Should any incidents occur, or be reported, these documents will be forwarded to Campus Police for use in their investigation. These documents will be destroyed at the conclusion of each trip, provided no incidents have arisen.
8. College employees who allow an individual to drive a College provided vehicle without completion of the College Vehicle Driving Form may be subject to disciplinary action, up to and including termination.
9. This policy expressly prohibits the use of any College owned, rented, or leased vehicle for personal, or non-College use by any employee at any time and for any reason. Any reported cases of College vehicle use by employees for personal use will be investigated by Campus Police, and if verified, referred to Human Resources along with a recommendation for disciplinary action, up to and including termination. An employee involved in an accident or any other incident while using a College provided vehicle for personal or unauthorized use, shall be held personally responsible for any and all financial damages, including personal injury to any party, any property damage, and any civil or criminal damages. GRCC will not in any way indemnify any employee who thus uses a College provided vehicle for personal or unauthorized use.
10. Unless very special circumstances exist, for special occasions that may arise from time to time, all College provided vehicles, when not in use are to be kept in their assigned GRCC locations. They are not to be taken home or stored away from campus facilities for any reason, unless prior written approval is obtained from the Chief of Campus Police.
11. If personal funds are expended for fuel or other operating costs while using a College-provided vehicle, request for reimbursement must be submitted within six (6) months and within the same fiscal year.

XI. Forms

- A. College Vehicle Driving Form (link can be found on the Campus Police web page)

XII. Effective Date

August 2015

XIII. Policy History

Revised 8/8/07

Revised 8/8/08

Revised 8/2015:

Added prohibition on students driving College provided vehicles

Added prohibition on transporting students in 15-passenger vans

XIV. Next Review/Revision Date

July 2019