

ROCKY MOUNTAIN COLLEGE
ADMINISTRATIVE POLICY

SECTION: Human Resources

NUMBER: A-001-03-0003

AREA: Safety

UPDATE: 07/01/2021

SUBJECT: College Owned/Leased/Gifted Vehicles

REVIEWED: 12/14/2022

I. PURPOSE

To detail information necessary for an individual operating a College owned/leased vehicle of his/her responsibilities.

II. POLICY

A. By accepting assignment of a College owned/leased vehicle, certain duties and responsibilities have been accepted.

B. Misuse of the College owned/leased vehicle, failure to maintain it, or failure to obey the rules and regulations outlined in this policy may result in loss of the use of vehicle privileges and may result in discipline or dismissal.

C. Rules and Regulations:

1. Operation of a College owned/leased vehicle requires that each individual operator must become a registered operator by providing the following information:
 - a. A valid driver's license
 - b. Operator must complete the Motor Vehicle Release Form (MVR).
 - i. The MVR is sent over to insurance carrier to view motor vehicle record.
 - ii. Operator is notified that they are cleared to drive.
 - c. If operating a van – supervisor is required to take driver for a test drive reviewing turns, parking, mirrors, and proper weight distribution and complete online training for operation of the vans.

No employee may operate a College owned/leased vehicle without complying with the above

2. Operation of a College owned/leased vehicle must be supervised by an institutional employee and the driver must be over 21 and have a valid driver's license.
3. When a driver leaves the car, the ignition, doors and windows must be locked and the keys removed.
4. Departments will be billed for the use of College vehicles at the rate stated on the vehicle check out sheets.
5. Departments will be responsible for leasing costs and maintenance of vehicles assigned to them. The Chief Financial Officer shall sign all lease contracts.

6. College issued credit cards may be used for payment of gas and minor maintenance costs for College owned/leased vehicles. College issued credit cards are available through the Business Office.
7. All major expenditures related to vehicles must be approved by the CFO prior to the work being done.
8. Hitch-hikers are not permitted in College vehicles.
9. All fines for violation of traffic and parking ordinances are to be paid promptly by the driver of the car and are not reimbursed by the College.
10. Vehicles may be taken away from employees at any time for serious infractions of College rules, abuse of vehicle, reckless driving, misuse or failure to pay parking and traffic violation fines within a reasonable time, etc.
11. College vehicles may be used only for official College business. Commuting to and from work is not to be considered official College business. College vehicles which are assigned to individuals as part of their employment contract are exempt from this provision.
12. If using an employee's personal car, credit cards may be used for gas purchases only and not for maintenance or incidental charges. College gas credit cards are not to be used by employees requesting reimbursement at a standard mileage rate.
13. Each department shall turn in a mileage log as of calendar year end. The log shall indicate dates, check out/check in mileage, employee using the vehicle, destination and purpose of trip. Personal use mileage shall be summarized by employee and reported in accordance with Federal and State regulations.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department
Chief Financial Officer

Review: As deemed as appropriate

IV. APPROVAL

Approved: _____ Date: _____
President

Approved: _____ Date: _____
Chair / Board of Trustees