



College Vehicles Policy

- (1) The College Vehicle Coordinator shall:
 - (a) Register with the DMV all vehicles owned or leased by the College.
 - (b) Maintain a record of all vehicles owned or leased by the College.
 - (c) Report all plated vehicles to Fleet Services.
 - (d) Maintain maintenance records of College vehicles.
 - (e) Maintain a record of employees who have conducted vehicle training with Risk Management.
 - (f) Verify employee driver's licenses.
 - (g) Tag College vehicles.
 - (h) Maintain vehicle usage logs.
- (2) College vehicles may only be used for College business by College employees. They may not be used for Public Service functions.
- (3) When students drive College vehicles for training purposes, they must be under the direct supervision of an instructor. Students may not drive College vehicles for any other purpose.
- (4) Employee who drive College vehicles must:
 - (a) Immediate report any citations, accidents, damage or mechanical issues to the CVC and Plant Manager.
 - (b) Report any accidents to law enforcement.
 - (c) Take an online Risk Management course and have a current certification.
 - (d) Have a valid Utah driver's license.
 - (e) Report to the CVC if their driver's license is revoked or suspended.
 - (f) Only drive vehicles types for which they are properly licensed.
 - (g) Record their starting and ending mileage, destination, and the College purpose of their travel, in the vehicle usage log.
 - (h) Utilize the College fuel card, and log odometer readings.
 - (i) Not utilize their cell phone or other electronic devices while driving.
 - (j) Pay their own traffic or parking citations.
 - (k) Not utilize College vehicles for:
 - (i) Personal travel, including side trips; or
 - (ii) Traveling between work and home, unless approved by a college Vice President.
- (5) All drivers and passengers in College vehicles must wear seat belts.
- (6) Every College vehicle which may be driven off-campus must have exempt plates installed and be reported to Fleet Services.
- (7) Every College vehicle which will not be drive off-campus must not have plates installed.
- (8) Smoking is prohibited in College vehicles, and drivers may not be under the influence of alcohol or drugs.
- (9) Vehicle Maintenance:

- (a) Instructors in the College's Instructional Programs shall maintain the vehicles assigned to their programs.
 - (b) The Plant Manager shall maintain the College's other vehicles.
 - (c) The persons maintaining the vehicles shall supply maintenance records of to the CVC.
- (10) A College Vice President or the Executive Team may prohibit an employee from driving College vehicles.
- (11) The Executive Team:
- (a) Determines the assignment or re-assignment of College vehicles to a department; and
 - (b) Must approve the acquisition and disposition of College vehicles.
- (12) Employee renting vehicles should do so from a state-contracted provider.
- (13) College vehicles driven outside the State of Utah must have supplemental insurance.
- (14) Surplus vehicles shall be disposed of in accordance with the Storage and Disposal of Non-Hazardous Equipment, Materials and Supplies Policy.
- (15) Students are responsible for transporting themselves:
- (a) To clinical/externship sites; and
 - (b) When a program activity takes place off campus which is not mandatory.
- (16) Students who travel in College vehicles are required to execute a waiver.