

<b>HAYWOOD COMMUNITY COLLEGE</b>	<b>BUSINESS SERVICES OPERATING COLLEGE VEHICLES</b>	Procedure 6.3.4.2
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The following shall establish procedures for the use of College-owned vehicles

### **Vehicle Categories**

College Owned Vehicles are grouped into the three following categories: service vehicles, curriculum vehicles, and passenger vehicles.

1. Service vehicles  
*Include those vehicles that serve the Facilities Maintenance, Campus Arboretum, Facility Services departments and those used by College Security.*
2. Curriculum Vehicles  
*Those vehicles that serve curriculum programs and are controlled and maintained by the responsible curriculum program administrator.*
3. Passenger Vehicles  
*Vehicles used for approved travel by College employees and/or College students. Includes passenger vans.*

### **General Guidelines for Operating College Owned Vehicles**

1. College owned vehicles can only be operated by faculty and staff whom possess a valid driver's license and have completed an approved "Operating College Vehicles" form.
2. College owned vehicle operators should always conduct a pre-trip safety inspection prior to operating any college owned vehicle. Should a college owned vehicle not pass the pre-trip safety inspection it should not be used and the individual should notify the Campus Development Department through the (Kayako) Work Order Ticket System so that the vehicle can be taken out of service until the matter is addressed.
3. When operating any college owned vehicle the driver is responsible for obeying all traffic laws. Driver is responsible for the safety of passengers present in the college owned vehicle. Driver is responsible for any damage caused to any college owned or non-college owned property by his/her negligence in operating the college owned vehicle.
4. Any student operating a College owned service vehicle must pass a background check administered by the College Human Resources Department, have faculty approval in writing for the vehicle/need/timeframe, and approval in writing from the Director of Campus Development prior to operating the vehicle.

5. Any employee or student operating a College owned Passenger Van must have completed the annual College provided Passenger Van Training prior to operating the vehicle.
6. Students are not eligible to operate any College owned passenger vehicle other than the passenger vans (if Passenger Van Training certification is valid).
7. In the event that a College Owned vehicle is involved in an accident (regardless of damage), law enforcement should be called immediately and proper paperwork should be submitted to the Vice President of Business Operations as soon as feasible.
8. Access to College Owned Passenger Vehicles outside of normal operating hours requires a completed and approved “Non-Operating Hours Form”, prior consent from the College President and/or designee, and an approved “Temporary Gate Key Request” submitted to the Campus Development Department.
9. All College Owned Vehicles should remain locked and secured when not in use. Keys should never be left inside of unattended College Owned Vehicles.
10. All fuel logs for Service and/or Curriculum Vehicles are to be submitted to the Campus Development Department at the end of each month by the curriculum program or department administrator responsible.
11. For trips including one or more students, a “Haywood Community College Participant List with Emergency Contact Information” form must be completed prior to trip departure and dropped off in the Drop Box located at the Campus Development Motor Pool Area. It is the sole responsibility of the Authorized Employee listed on the “Away from Campus/Travel Advance Request Form” for the trip to properly complete this task before any trip involving students departs from the College campus.

**A. Passenger Vehicles**

1. Reserving Passenger Vehicles: Reservations of passenger vehicles are made by following Procedure 6.3.4.1.
2. Receiving Passenger Vehicles: After completing Procedure 6.3.4.1 and receiving confirmation of approval, the specified passenger vehicle keys can be picked up at the reservation time from the Key Box located at the Campus Development Motor Pool Area. To access the key box you will follow instructions provided in your Passenger Vehicle Reservation Confirmation.
3. Operating Passenger Vehicles: An “HCC Passenger Vehicle Log” form is located inside each College owned passenger vehicle. The responsible employee must complete the “HCC Passenger Vehicle Log” as specified on the log form. Portions of

the Log are to be completed before operating the vehicle and it is the responsibility of the employee to ensure the Log is completed as required. For trips including one or more students, a “Haywood Community College Participant List with Emergency Contact Information” form must be completed.

4. Returning Passenger Vehicles: Return all passenger vehicles before expiration of reservation time to the Campus Development Motor Pool Area. The responsible employee must complete the “HCC Passenger Vehicle Log” as specified on the log form located in each vehicle. Vehicles should be cleared of all trash and personal property then vacuumed at the provided cleaning station located at the Campus Development Motor Pool Area. Responsible Employee must return passenger vehicle keys to the correct slot in the key box located at the Campus Development Motor Pool Area. The final completed “HCC Passenger Log” must be dropped in the Drop Box at the Campus Development Motor Pool Area.
  
5. Returned Passenger Vehicle Inspections: All returned passenger vehicles will be inspected upon return by the Campus Development Department to ensure “end of trip checklist” portion of the “HCC Passenger Vehicle Log” is completed and accurate. If any item on the “end of trip checklist” is incomplete or inaccurate, the responsible Employee and Employees Supervisor will be notified.

Adopted: 06-07-2017