2.31 Use of College Vehicles

Last Revised: July 2012

Policy: Piedmont Community College (PCC) vehicles are provided as a convenience to assist faculty and staff in carrying out their responsibilities to the institution.

Purpose/Definitions: This policy outlines the procedure by which the College vehicles should be used by College personnel.

Approval Authority/monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Administrative Services has monitoring authority for this policy.

Procedure: The following procedures govern the use of College vehicles. Procedures applicable to all College vehicles are outlined first, followed by specific procedures for vehicles with unique purposes.

All College Vehicles:

- Only approved College employees are allowed to drive College vehicles. Students are not permitted to drive any College vehicle unless it is required to fulfill course requirements as defined by the student learning outcomes.
- Upon employment any employee who will be driving a College vehicle must provide a copy of a valid driver’s license and any special licenses to the Administrative Assistant to the Vice President (VP), Administrative Services prior to driving a vehicle. It is the responsibility of the employee to notify the Administrative Assistant to the VP, Administrative Services of any changes in the status of their license(s) and to provide copies of renewed licenses.
- Drivers will abide by all applicable traffic laws and regulations and are personally responsible for any traffic violations.
- The College reserves the right to deny the use of vehicles to anyone.
- Pre-Trip Inspection: A pre-trip inspection should be performed by the driver at the beginning of each trip and every twelve (12) hours of travel. Items to inspect include but are not limited to lights, horn, wiper blades, tires, glass, and fluid leaks. Vehicles should also be inspected prior to use for any deficiencies such as cleanliness, damage to vehicle, and low fuel. Any deficiencies should be reported in writing to the VP, Administrative Services.
- Unless otherwise noted, all maintenance and repairs of vehicles should be scheduled and arranged by either the Administrative Assistant to the VP, Administrative Services or a member of the Buildings and Grounds staff on the Person County Campus or by the Coordinator, Buildings and Grounds on the Caswell County Campus.
- All accidents should be reported to the VP, Administrative Services as soon as possible. If personal injury or property damage is involved, the police and/or State Highway Patrol should be notified immediately. This is the driver’s responsibility. The VP, Administrative Services is also to be notified promptly about minor scratches, dents, or other damage. Any needed repairs, adjustments, or service should be reported on a College work order form. All vehicles should be left clean and in good repair upon return to the College.
• In emergency situations, or in situations where safety is a factor, drivers should have necessary service(s) performed on the road and report such service(s) to the VP, Administrative Services upon return.
• Expenditures for repairs made on the road, plus other needed service, will be reported to the Business Office.
• Reports on mileage should be made in the logbook assigned to each College vehicle as appropriate.
• Prior to each trip on the Person campus, keys and logbooks should be picked up from the Switchboard in A Building and returned promptly after use. Keys and logbooks should be picked up from the Administrative Assistant to the Dean on the Caswell campus.
• As a courtesy to other users, the gas tank should be filled as appropriate. At a minimum, the car should never be returned with less than ½ a tank of gas.
• The College bus should only be used when the seating and/or cargo exceed the capacity of the College car. The bus is to be used primarily for transporting larger groups of people, or suitable loads of equipment and other items.
• All College vehicles (except Maintenance vehicles) should be scheduled in advance with the Switchboard in Building A on the Person County Campus and with the Dean’s Office on the Caswell Campus. Vehicles will be assigned on a first-come, first-served basis except as noted in the specific vehicle type procedure outlined below.
• College vehicles may not be used for personal business or pleasure.
• Individuals driving College vehicles are required to obey all traffic laws and to exercise good judgment with respect to best driving practices.
• Drugs and alcohol must not be consumed or transported in College vehicles. Any employee found operating a vehicle under the influence of alcohol, medication that induces drowsiness, or drugs will have their driving privileges revoked and may face criminal charges. A driver shall not consume alcohol 12 hours prior to driving a College vehicle.
• The use of tobacco products are prohibited in any vehicle.
• Baggage and equipment should be kept in the trunk or secured to prevent them from becoming dangerous projectiles.
• The College requires that all occupants use their seat belts in accordance with the North Carolina mandatory seat belt law (except on the bus which is not equipped with seat belts). The driver must ensure all passengers of the vehicle are wearing seat belts. The seat belts must remain fastened until the driver has reached the destination. The driver should visually check, as well as verbally inform, the passengers.
• There should be no loud music, throwing of objects, or other driver distractions inside College vehicles. Use of mobile telephones and/or any hand-held devices by the driver when the vehicle is in motion is prohibited.
• The driver must slow down and use caution when driving over speed bumps or pot holes. The bus should be brought to a complete stop before proceeding over a speed bump. This will avoid damage to College vehicles as well as preventing jolts to passengers in the rear of the vehicle.
• The College reserves the right to cancel scheduled trips with College vehicles due to weather and road conditions.
• The employee is responsible for notifying the College of any of the occurrences outlined below since the College would not otherwise have record of these offenses. An
employee who has had one of the following to occur during the 24-month period preceding their use or request for use of a College vehicle may be considered a “Disqualified Driver”:
  o Accumulating more than 7 points on his or her driving record,
  o Receiving a citation (ticket) while driving a College vehicle,
  o Having an “at fault” motor vehicle accident within the six (6) months preceding a request to drive a College vehicle, or
  o Having been convicted of one of the following offenses preceding a request to drive a College vehicle:
    ▪ Driving Under the Influence (DUI)
    ▪ Driving While Intoxicated (DWI)
    ▪ Leaving the scene of an accident
    ▪ Refusal to take a chemical test for intoxication or drug use
    ▪ Causing an accident that involves a pedestrian

A Disqualified Driver may not drive a College vehicle until: (a) his or her Motor Vehicle Record has been reviewed by the VP, Administrative Services and (b) the Disqualified Driver has satisfied the corrective, preventative and/or educational measures which may include, but are not limited to, successfully completing an approved defensive driving course; and/or waiting a specified period of time before being permitted to again drive on College business.

**State-Owned Fleet Vehicles:**

- Use of State owned fleet vehicles will be governed by the NC Department of Administration Motor Fleet Management Regulations Manual [http://www.ncmotorfleet.com/regmanual.aspx](http://www.ncmotorfleet.com/regmanual.aspx). Each employee is responsible for becoming familiar with the regulations outlined in that manual.
- Cost of the car will be $.20 per mile and will be billed to the appropriate College budget after each use.

**College-Owned Fleet Vehicles:**

- Use of College-owned fleet vehicles will be governed by the NC Department of Administration Motor Fleet Management Regulations Manual [http://www.ncmotorfleet.com/regmanual.aspx](http://www.ncmotorfleet.com/regmanual.aspx) as is appropriate. Each employee is responsible for becoming familiar with the regulations outlined in that manual.
- Cost of the car will be $.20 per mile and will be billed to the appropriate College budget after each use.

**College-Owned Bus:**

- All drivers must have appropriate CDL licensing.
- All drivers must be drug tested annually.
- Bus capacity will not exceed the number of seats in the bus.
Due to liability reasons, only Buildings and Grounds personnel are permitted to remove or replace seats.

Cost of the bus will be $.50 per mile and will be billed to the appropriate College budget after each use.

If an employee pays for gas, the cost of gas will be subtracted from the appropriate College budget. Please notify the Administrative Assistant to the VP, Administrative Services whenever gas is paid from the appropriate College budget.

The bus is booked on a first-come, first-served basis with priority given to revenue generating courses.

**College-Owned Maintenance Vehicles:**

- College Buildings and Grounds personnel are the only authorized drivers of College-owned Maintenance vehicles.

**College-Owned Instructional Vehicles:**

- Maintenance of instructional vehicles will be the responsibility and expense of the instructional department for which they are used.
- All drivers must have appropriate licensing for the type of vehicle being used.
- All drivers must be drug tested annually.

**List of College Vehicles**

The Office of the VP, Administrative Services maintains a list of College vehicles, their classification, and the department/area of responsibility (Exhibit A).

**Legal Citation:** N.C.G.S. 20; N.C.G.S. 115D-21(a); NC Department of Administration Motor Fleet Management Regulations Manual

**History:** Effective July, 2012
## COLLEGE VEHICLES

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<tr>
<th>Vehicle</th>
<th>Classification</th>
<th>Area Responsible</th>
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<tr>
<td>Impala #1 #170789</td>
<td>State-Owned Fleet</td>
<td>Administrative Services</td>
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<tr>
<td>Impala #2 #170826</td>
<td>State-Owned Fleet</td>
<td>Administrative Services</td>
</tr>
<tr>
<td>Crown Victoria</td>
<td>College-Owned Fleet</td>
<td>Administrative Services</td>
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<tr>
<td>Ford 500</td>
<td>College-Owned Fleet</td>
<td>Administrative Services</td>
</tr>
<tr>
<td>Ford Taurus #05559</td>
<td>College-Owned Maintenance</td>
<td>Caswell Administration &amp; Buildings and Grounds</td>
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<tr>
<td>95 Ford Station Wagon</td>
<td>College-Owned Maintenance</td>
<td>Buildings and Grounds</td>
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<tr>
<td>88 Chevrolet Truck</td>
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<tr>
<td>99 Chevrolet Truck</td>
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<td>07 Ford Truck</td>
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<tr>
<td>04 Toyota Truck</td>
<td>College-Owned Maintenance</td>
<td>Caswell Buildings and Grounds</td>
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<td>97 Dodge Van</td>
<td>College-Owned Instruction</td>
<td>Film and Video</td>
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<td>98 International Truck</td>
<td>College-Owned Instruction</td>
<td>Film and Video</td>
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<td>93 Ford Truck</td>
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<td>01 Chevrolet Ambulance</td>
<td>College-Owned Instruction</td>
<td>EMS Education</td>
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