

2.31 Use of College Vehicles

Last Revised: February 2025

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:

Purpose

The purpose of this policy is to outline the procedure by which the college vehicles should be used by college personnel.

Definitions

Utility cart—a vehicle that travels with speeds of 25 mph or below, does not have a vehicle identification number, and is designed primarily for off-road use.

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

Procedure:

Section 1: All College Vehicles

- 1.1. 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.
- 1.2. 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 Office of the Vice President (VP), Administrative Services/CFO prior to driving a vehicle.
 - 1.2.1. It is the responsibility of the employee to notify the Office of the VP, Administrative Services/CFO of any changes in the status of their license(s) and to provide copies of renewed licenses.

- 1.3. Drivers will abide by all applicable traffic laws and regulations and are personally responsible for any traffic violations.
- 1.4. The College reserves the right to deny the use of vehicles to anyone.
- 1.5. 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.
 - 1.5.1. 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.
 - 1.5.2. Any noted deficiencies should be reported in writing to the VP, Administrative Services/CFO.
- 1.6. Unless otherwise noted, all maintenance and repairs of vehicles should be scheduled and arranged by either the Office of the VP, Administrative Services/CFO 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.
- 1.7. All accidents should be reported to the VP, Administrative Services/CFO as soon as possible.
 - 1.7.1. If personal injury or property damage is involved, the proper law enforcement agency should be notified immediately. This is the driver's responsibility.
 - 1.7.2. The VP, Administrative Services/CFO is also to be notified promptly about minor scratches, dents, or other damage.
 - 1.7.3. All vehicles should be left clean and in good repair upon return to the College.
- 1.8. 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/CFO upon return.
 - 1.8.1. Expenditures for repairs made on the road, plus other needed service, will be reported to the Business Office.
- 1.9. Reports on mileage should be made in the logbook assigned to each college vehicle as appropriate.
- 1.10. Prior to each trip, keys and logbooks should be picked up and returned promptly after use.

- 1.10.1. Keys and logbooks should be picked up from the receptionist in A Building on the Person County Campus
- 1.10.2. Keys and logbooks should be picked up from the receptionist in K Building on the Caswell County Campus.
- 1.11. 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 $\frac{1}{2}$ a tank of gas.
- 1.12. 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 receptionist in K Building on the Caswell County Campus.
 - 1.12.1. Vehicles will be assigned on a first-come, first-served basis except as noted in the specific vehicle type procedure outlined below.
- 1.13. College vehicles may not be used for personal business or pleasure.
- 1.14. Individuals driving college vehicles are required to obey all traffic laws and to exercise good judgment with respect to best driving practices.
- 1.15. Drugs and alcohol must not be consumed or transported in college vehicles.
 - 1.15.1. 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.
 - 1.15.2. A driver shall not consume alcohol 12 hours prior to driving a college vehicle.
- 1.16. The use of tobacco products is prohibited in any vehicle.
- 1.17. Baggage and equipment should be kept in the trunk or secured to prevent them from becoming dangerous projectiles.
- 1.18. The College requires that all occupants use their seat belts in accordance with the North Carolina mandatory seat belt law.
 - 1.18.1. 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.
- 1.19. There should be no loud music, throwing of objects, or other driver distractions inside college vehicles.

- 1.19.1. Use of mobile telephones and/or any hand-held devices by the driver when the vehicle is in motion is prohibited.
- 1.20. The driver must slow down and use caution when driving over speed bumps or potholes. This will avoid damage to college vehicles as well as preventing jolts to passengers in the rear of the vehicle.
- 1.21. The College reserves the right to cancel scheduled trips with college vehicles due to weather and road conditions.
- 1.22. 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":
 - 1.22.1. Accumulating more than 7 points on his or her driving record,
 - 1.22.2. Receiving a citation (ticket) while driving a college vehicle,
 - 1.22.3. Having an "at fault" motor vehicle accident within the six (6) months preceding a request to drive a college vehicle, or
 - 1.22.4. Having been charged with one of the following offenses preceding a request to drive a college vehicle:
 - 1.22.4.1. Driving Under the Influence (DUI)
 - 1.22.4.2. Driving While Intoxicated (DWI)
 - 1.22.4.3. Leaving the scene of an accident
 - 1.22.4.4. Refusal to take a chemical test for intoxication or drug use
 - 1.22.4.5. Causing an accident that involves a pedestrian
- 1.23. A Disqualified Driver may not drive a college vehicle until:
 - 1.23.1. his or her Motor Vehicle Record has been reviewed by the VP, Administrative Services/CFO and
 - 1.23.2. 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.

Section 2: State-Owned Fleet Vehicles

- 2.1. 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>. Each employee is responsible for becoming familiar with the regulations outlined in that manual.
- 2.2. Cost of the car will be \$0.20 per mile and will be billed to the appropriate college budget.

Section 3: College-Owned Fleet Vehicle

- 3.1. 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> as is appropriate.
 - 3.1.1. Each employee is responsible for becoming familiar with the regulations outlined in that manual.
- 3.2. Cost of the car will be \$0.20 per mile and will be billed to the appropriate college budget.

Section 4: College-Owned Maintenance Vehicles

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

Section 5: College-Owned Instructional Vehicles

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

Section 6: Personal Vehicles

- 6.1. In the event that a State or College-owned fleet vehicle is not available, personal vehicles may be utilized.

6.2. The State Vehicle Unavailability form should be completed and signed by the Receptionist/ Switchboard Operator and submitted with the travel reimbursement request.

6.3. Daily personal vehicle mileage should follow College approved rates.

6.3.1. If a personal vehicle is utilized when a State or College-owned fleet vehicle is available, the reimbursement rate will be limited to \$.20 per mile.

Section 7: Rented Vehicles

7.1. The College allows the use of rental vehicles from an approved rental car provider when needed.

7.2. State- and College-owned vehicles should be utilized as a first-choice whenever possible.

7.2.1. When a State- or College-owned vehicle is not suitable or available, employees may request a rental vehicle that meets the needs of the driver and/or passengers (e.g., when a wheelchair accessible van is needed).

Section 8: Utility Cart Procedures

8.1. Purchase, Storage and Maintenance

8.1.1. The purchase, use and operation of carts on PCC campuses shall be allowed only when a true business need is established and conditions within these procedures are met. These procedures establish professional and consistent standards for all carts and ensures that all persons who operate such vehicles do so in a safe and responsible manner.

8.1.2. All purchases must be reviewed and approved by the VP, Administrative Services/CFO.

8.1.3. The charging station or fuel storage location must be approved by Facility Services.

8.1.4. Facility Services is responsible for routine maintenance on all carts to maintain safe operation. If a cart is deemed unsafe for use, the cart will immediately be taken out of service until repairs can be resolved.

8.2. Operation

8.2.1. All carts must be operated in a safe and responsible manner. At a minimum, the following guidelines must be followed:

8.2.1.1. Operators must have a valid driver's license on file

8.2.1.2. Operators must be employees of the College

8.2.1.3. Completed mandatory training

Section 9: List of College Vehicles

9.1. The Office of the VP, Administrative Services/CFO maintains a list of college vehicles, their classification, and the department/area of responsibility.

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; Revised April 2021, October 2023, February 2025