

USE OF COLLEGE VEHICLES

OBJECTIVE:

To establish guidelines for the daily use of College owned and leased vehicles, and for reserving vehicles for field trips, athletic events or, any College related business when a vehicle is needed.

RELATED POLICY/PROCEDURE:

Travel Regulations and Procedures (¶284)

PROCEDURE:

1. Daily Use

- a. It shall be the responsibility of the administrator in charge to ascertain that all persons who use College owned and leased vehicles daily have a valid Michigan driver's license. Names, date of birth, and driver's license numbers shall be submitted to the Office of Campus Safety and Security each July 1. The Office of Campus Safety and Security will check with the Secretary of State's Office yearly to document license validity.
- b. Any time a vehicle is to be off campus, the immediate supervisor must give verbal approval.
- c. Drivers are to obey all traffic laws and all College traffic rules, at all times. Traffic and parking violations will be the responsibility of the driver of the vehicle.

2. Occasional Use

- a. Employees and students that may possibly drive a College owned or leased vehicle must have their driving record reviewed prior to driving a College vehicle.
- b. Vehicles may be reserved by completing a "Vehicle Use Requisition" approved by a Dean, Director, or Executive Administrator. The Vehicle Use Requisition form should be sent to the Facilities Operations Office. The Facilities Operations Office may be called beforehand to determine if a vehicle is available on the date needed.
- c. Assignment of vehicles will be made on the basis of the first properly received request(s). Cancellations or changes should be made as soon as possible. Vehicles not picked up within an hour of requested time will be released to others requesting use of a vehicle.
- d. The keys, trip sheet, and proof of insurance may be picked up at the Facilities Operations Office, Monday through Friday, 8:00 a.m. to 5:00 p.m. After 5:00 p.m. and weekends, keys, trip sheet, and proof of insurance may be picked up and returned to the Office of Campus Safety and Security.

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- e. It shall be the responsibility of the requisitioner to only allow persons with valid driver's licenses listed on the Vehicle Use Requisition, to operate the vehicles.
- f. Drivers are to obey all traffic laws while operating College owned and leased vehicles. Traffic and parking violations will be the responsibility of the driver of the vehicle.
- g. If a vehicle breaks down off campus, the Facilities Operations Office should be notified. After normal business hours, the Office of Campus Safety and Security should be notified at (734) 973-3411.

3. **General**

- a. All off campus traffic accidents must be reported to the appropriate law enforcement agency AND to the Office of Campus Safety and Security.
- b. On campus accidents must be reported to the Office of Campus Safety and Security.
- c. Any equipment malfunctions should be noted on the trip sheet or reported to the Facilities Operations Office.
- d. Facilities Operations will oversee the preventive maintenance and repair of College owned and leased vehicles if requested. The org to which the vehicle is assigned will be charged for all materials and any work done by private companies.
- e. Vehicles will be filled with gas before leaving campus on long trips. All additional gasoline will be the responsibility of the person using the vehicle.
- f. No alcoholic beverages or illegal drugs are to be transported in College vehicles.
- g. All debris and personal items are to be removed prior to return of vehicles.
- h. Vehicles are not to be kept out overnight unless the trip starts before 6:00 a.m. or extends past 11:00 p.m. Vehicles kept out over night should be returned by 8:00 a.m. the following day.
- 1. The appropriate Dean, Director, or Executive Administrator will be notified of persons who abuse the vehicles, or fail, to follow the above procedures, with a recommendation of restricted future use of the vehicle.

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