

USE OF COLLEGE PROVIDED VEHICLE TRANSPORTATION

I. Policy Section

14.0 Risk Management

II. Policy Subsection

14.7

III. Policy Statement

College sponsored travel for staff and students may require the use of College-owned vans or vans rented under the name of the College. The use of College provided vehicles will be in accordance with the guidelines presented within this policy.

IV. Reason for Policy

This policy is enacted to ensure adherence for the use of College-provided vehicles and to provide the College, its students and its staff with procedures designed to minimize the risks inherent in staff and student travel.

V. Entities Affected by This Policy

Vehicle Rental Companies

VI. Who Should Read This Policy

- Faculty and staff who use college-provided transportation
- Budget Control Officers who have vehicles assigned to their departments

VII. Related Documents

- Policy 7.6 and 8.15 – College Sponsored Travel

VIII. Contacts

- Jim Peterson, Risk Management
- Cindy Kennell, Chief of Campus Police
- Rick Vanderveen, Fleet Management

IX. Definitions

- College Provided Vehicles: Vehicles owned or leased by the College for use by College staff, including vehicles assigned to specific departments and vehicles rented by the College from external agencies for transportation of more than one person. A vehicle rented by faculty and staff for individual

travel as part of a conference or seminar is excluded from this policy and procedure.

- Indemnify: to insure against loss, damage

X. Procedures

For Vehicles Assigned to Departments

1. Annually in July, the Risk Management Office will distribute an Authorized Driver Form to each Budget Control Officer that has a vehicle assigned to their department.
2. By August 1 of each year, the Budget Control Officer will submit the Authorized Driver Form and completed Commercial Record Requests Forms to Campus Police.
3. Campus Police will verify that each employee listed on the Authorized Driver Form has a valid State of Michigan driver's license. Campus Police will notify the Budget Control Officer and the Risk Management Office of any necessary changes to the Authorized Driver Form for each department. This decision is final.

For Fleet Vehicles or Rented Vehicles

1. At least one month prior to a scheduled travel event, the College faculty or staff should:
 - a. Complete a "Use of College Vehicle Form"
 - b. Provide a copy of the Student Travel Approval Form, if applicable.
 - c. Complete an Authorized Driver Form listing all staff that may be driving the College provided vehicle.
 - d. Complete a Commercial Record Request Form for all staff who have not had a record check within the last six months.
 - e. Submit completed forms to Rick Vanderveen
 - f. Note that all vehicle rentals should be coordinated through Rick Vanderveen.
2. Campus Police will verify that each employee listed on the Authorized Driver Form has a valid State of Michigan operator's license. Campus Police will notify the Budget Control Officer and the fleet manager of any necessary changes to the Authorized Driver Form. This decision is final.
3. For College activities that occur on a regular basis during a defined time period (i.e., athletic travel, Upward Bound), the Authorized Driver Form and Commercial Record Request Forms need to only be completed once prior to the first use of a College provided vehicle.

For Student Drivers of College Provided Vehicles

The College prefers that staff operate College vehicles during student events/trips. However, if circumstances necessitate use of a student driver of College provided vehicles the following process must be followed:

1. Obtain a Commercial Record Request Form from Campus Police. Fill out this form completely for each student who may drive a college vehicle during your event.
2. Return this form to Campus Police for processing. You need to allow a minimum of three - four weeks for these forms to be completed by the State, returned to Campus Police and reviewed. The College will pay the cost of requesting the record.

3. Generally at least two (2) years of driving experience with full licensure, as verified by Campus Police, will be required for students in order to operate the College's 15-passenger vans. This is due to the additional complexity inherent in operating vehicles of this size and passenger capacity.

4. Campus Police will notify you of the student's eligibility to drive a college vehicle based on the record check. This decision is final.

General

1. It is the responsibility of the Authorized Driver to self-report loss of a valid State of Michigan operator's license to Campus Police. Failure to do so and operating a college provided vehicle without a proper license could result in disciplinary action, up to and including termination. In addition, the driver will be held responsible for any liability incurred by the College.
2. Vehicle registrations and proof of insurance is provided in the glove compartment of College owned or leased vehicles. College faculty or staff operating a rented vehicle should obtain a copy of the Proof of Insurance from the Fleet Manager or the Risk Management Office. Budget Control Officers who have a vehicle assigned to their department are responsible for ensuring that these documents are valid and in their assigned vehicles.
3. The authorized driver should complete the following steps if involved in an accident while operating a College provided vehicle:
 - a. If the accident occurs while on campus, call Campus Police and file a police report.
 - b. If the accident occurs while off campus, notify the local law enforcement agency and file a police report. Obtain the name of the officer, the agency and the police report number, if available.
 - c. Immediately report the accident to the Fleet Manager, Campus Police or the Risk Management Office.
4. At any time, the Fleet Manager, Chief of Campus Police or Risk Management Office may recommend the suspension of a staff or student's "authorization to drive" based on reported traffic violations, unsafe driving or accidents while operating a College provided vehicle. These individuals may also recommend training for a staff or student prior to re-instating the authorization to drive.
5. College vehicles may be reserved by a College faculty or staff member only. The College faculty or staff member must be present during the use of the vehicle. It is preferred that only faculty or staff operate College vehicles.
6. When checking out College vehicles, all drivers must complete a Driver Verification Form and provide a copy of their motor vehicle operator's license. Should any incidents develop, or be reported, these documents will be forwarded to Campus Police for use in their investigation. These

documents will be destroyed at the conclusion of each trip, provided no incidents have arisen.

7. College faculty or staff who allow an individual to drive a college provided vehicle without completion of the Authorization to Drive process and the Driver Verification Form (at time of vehicle checkout) may be subject to disciplinary action, up to and including termination.
8. This policy expressly prohibits the use of any College owned, rented, or leased vehicle for personal, or non-College use by any employee at any time and for any reason. Any reported cases of College vehicle use by employees for personal use will be investigated by Campus Police, and if verified, referred to Human Resources along with a recommendation for disciplinary action, up to and including termination.

Any employee involved in an accident or any other incident while using a College owned, rented, or leased vehicle, for personal or unauthorized use, shall be held personally responsible for any and all financial damages, including personal injury to any party, any property damage, and any civil or criminal damages. Grand Rapids Community College will not in any way indemnify any employee who thus uses a College owned, rented, or leased vehicle for personal or unauthorized use.

9. Unless very special circumstances exist, for special occasions that may arise from time to time, all College vehicles, when not in use are to be kept in their assigned Grand Rapids Community College locations. They are not to be taken home or stored away from campus facilities for any reason, unless prior written approval is obtained from the Chief of Campus Police.

XI. Forms

- Vehicle Request Form
- Commercial Record Request Form
- Driver Verification Form

XII. Effective

February 16, 2006

XIII. Policy History

Revised 8/8/07

Revised 8/8/08

XIV. Next Review/Revision Date

As needed