



COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: College Vehicles

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Implementing Procedure For Policy # 8.02

Date Approved: 03/05/01
Date Revised: 03/26/07,
05/06/08, 03/28/11, 05/12/11,
02/08/2012

Division: Administration and Finance

Purpose: This procedure establishes guidelines for the use of College-owned and leased vehicles used in the conduct of College business. The procedure includes use of vehicles for student travel.

GENERAL

1. Requests for use of College vehicles are to be submitted on the Vehicle Reservation Form. Completed forms are to be submitted to the Plant Operations Department for scheduling.
2. All requests must be approved by the appropriate vice president.
3. Requests should be submitted at least five (5) working days before the date of departure.
4. Cancellations must be reported to the Plant Operations Department as soon as possible.
5. Arrangements to pick up the vehicle and keys must be made directly with the Plant Operations Department. Keys and vehicles must be returned no later than the morning of the first scheduled work day after the scheduled trip. Keys must be returned to authorized staff.

RESTRICTIONS

1. Generally, use of College-owned vehicles requires three or more individuals to travel together. Exceptions are approved by the President or the Chief Fiscal Officer.
2. Persons who regularly drive College-owned vehicles must have their driving records verified on a regular basis. Persons with questionable driving records (such as repeated moving violations, DUI, or multiple accidents) will not be permitted to drive a College-owned vehicle.
3. College-owned vehicles are to be used only for College business.
4. Passenger load limits for vehicles shall be followed.
5. Approved requests are subject to preemption by the President or Chief Fiscal Officer for reassignment to other requests which would more efficiently use the vehicle.
6. The operating expense of a College-owned vehicle will be charged to the department, division or group using the vehicle. The charges will be based on standard state mileage rates for automobiles and small vans or pickup trucks. Large vans or buses will be charged 1.5 times the standard state mileage rate.
7. Students are generally not authorized to drive College-owned or College-leased vehicles. An exception can be made if the student is a student employee whose assigned duties include driving a vehicle for pay.

8. Volunteers – Only volunteers registered with the College (HR) may drive College owned vehicles. Registered volunteers may not drive leased/rental vehicles.
9. College owned vehicles are for in-state travel. Individuals/groups should procure rental vehicles/vans/buses and the appropriate insurance coverage. Exceptions are approved by the President or Chief Fiscal Officer.

STUDENT TRAVEL

1. Students participating in activities (such as field trips, athletic contests, clubs or groups) may travel in College-owned or College-leased vehicles.
2. The use of vehicles for transporting students is subject to this procedure and to Policy 6.16 Travel by Authorized Personnel, Policy 7.06, Student Activities, and Policy 4.10, Educational Trips, and the implementing procedures for those policies, and by Office of Student Life Club and Organization Travel Guidelines.
3. The Code of Student Conduct is in full effect during all student travel.

Vice President, Administration & Finance

Date

Approved by President

Date