


PROCEDURE

Subject	Motor Pool Page 1 of 4	Number: 6.01.09
Source	Facilities Management	Reference (Rule #) 6HX14—6.01
President's Approval/Date: 12/15/10		

Purpose:

1. All College vehicles are assigned to Facilities Management and may be used by college employees for official college business.
2. Facilities staff will verify that college employees utilizing college vehicles have a license in good standing with appropriate Department of Motor Vehicle License Check Website.
3. College vehicles should be reserved in advance-through Facilities Management.
4. Reserved vehicles are provided for student and business travel, on an as needed basis. Facilities Management charges the using department accordingly.

Drivers:

- a. **All drivers are required to report suspension of, revocation of, or violations resulting in points against their license, to Facilities Management in writing, within 30 days of the offense. A driver's right to drive college vehicles may be refused or revoked for any of, but not limited to, the following reasons:**
 1. Revocation of license by the state.
 2. Suspension of license by the state within the most current 2-year period.
 3. DUI conviction within the most current 3-year period.
 4. Reckless driving conviction within the most recent 3-year period.
 5. Two or more at fault accidents or careless driving convictions within the most current 3-year period.
 6. More than 10 accumulated points within the most recent 2-year period.
 7. Misuse or abuse of college vehicles or repeated violations of the BOT procedures listed herein.
 8. Failure to report violations as required herein.
- b. Any of the above violations in a college vehicle may result in a permanent revocation of college driving privileges.

Driver's Responsibilities:

- a. Drivers are given full responsibility for, and full authority for enforcement of the following rules relating to safety. This responsibility is extended to authorize the driver to refuse a passenger to ride on current or future trips that fail to comply with these safety rules and/or procedures. Driver shall:
 1. Ensure that ALL occupants wear a safety belt.
 2. Observe the posted speed limits while driving college vehicles and ensure safe vehicle operation.
- b. Driver will notify, in the event of an accident, the Facilities Management or Risk Management (Business Services) by telephone and forward the police report and a written explanation giving complete details concerning the accident to Facilities Management. Facilities Management will notify Risk Management, who will contact the Florida Community College Risk Management Consortium.
- c. Driver will not drive a vehicle to their home.
- d. Driver will ensure no smoking, food or drinking in a college vehicle.

Passenger:

- a. Must be a student, employee, or official volunteer assigned through the Special Services Volunteer Program.
- b. To be a passenger in a college-owned or leased vehicle requires that the trip be for a public purpose, including but not limited to, student field trips, student forensic competition, student athletic participation and spectator events, educational or approved recreational trips for faculty and staff and such other trips.
- c. College-owned and leased vehicles are insured through the Florida Community Colleges Risk Management Consortium. When on official trips in these vehicles, college employees and official volunteers are covered for Workers Compensation. There is also coverage, other than Workers Compensation, for other authorized passengers.
- d. Because of the requirements of the Workers Compensation statute, a college employee, not officially responsible for or otherwise connected with an authorized trip may not take leave for the purpose of becoming a passenger.

Charges:

- a. Department budgets will be charged for the use of a reserved vehicle(s). The charge is the current per mileage cost as defined by college rule.
- b. Where a driver is provided, additional charges will be collected to cover driver's hours, meals, tolls, hotel, or other related expenses.

Location of Reservation Vehicles: All vehicles are located at the Bradenton Campus in the lot behind the gate located on the south side of the Facilities Management – Building 23. All vehicles are to be returned to this area after use, during the normal working hours by Vehicle Maintenance Mechanic, to open the gate and return the vehicle to the fenced lot. After hours or on weekends it is the responsibility of the driver of the vehicle to return vehicle to the assigned area. A gate key is included on the vehicle key ring.

Priority of Reservations:

- a. Unless an appropriate college vehicle is unavailable, rentals originating in Manatee County, from outside sources, are not permitted. Reservations are made on the basis of the availability of vehicles, subject to the following priorities for van and automobile reservations:
 1. Priority #1-Transportation of students for instructional field trips.
 2. Priority #2-Transportation of students for non-instructional activities such as athletic practice or events, forensics, student government activities.
 3. Priority #3-Transportation of college employees for activities such as workshops, conferences, and institutes.

Reservation Procedure:

- a. Facilities Management will make all vehicle reservations. Contact Facilities Management for vehicle availability by telephone at 752-5216 or use electronically on Portal as access becomes available.
- b. Upon requesting the reservation of a vehicle, Facilities Management will check the Vehicle Reservation Schedule. If a vehicle is available it will be reserved for the department making the request.
- c. After receiving a confirmation of their vehicle request the requesting department must complete and submit a Request for Travel Reservations form to Facilities Management prior to their departure date.

Request for Travel Reservations:

- a. The request for travel reservations form shall require, but not be limited to the following information:
 - i. Name – drivers name and home phone number
 - ii. Date
 - iii. Attending
 - iv. Location – Travel is limited to Florida unless approved by Facilities.
 - v. Departure Day – Date & Time
 - vi. Return Day – Date & Time
 - vii. Names and home phone numbers of travelers
 - viii. Type of Vehicle
 - ix. Verbal Confirmation Date
 - x. Account Information – Organization Number / Fund / GL Code
 - xi. Drivers Signature
 - xii. Area Administrator Signature & Date – Supervisor or higher
- b. In the case of a department needing to reserve a vehicle on a continuing basis they can submit one Request for Travel Reservation sheet listing all the travel dates and all the department personnel that are allowed to use the vehicles.
- c. Facilities Management issues a Vehicle Mileage Sheet in a packet containing insurance information, gasoline tickets, vehicle keys, credit cards, police accident report form and the vehicle title. The driver must initial that they have a valid Florida Drivers License,

initial for every credit card number received, signed by the driver. When the trip is completed the packet with any gasoline credit card receipts are turned back into Facilities Management. If after hours or on a weekend the packet is to be placed in the lock box located in the hallway of Building 23.

Vehicle Mileage Report: The vehicle mileage report shall require, but not be limited to the following information:

- d. Trip origin date.
- e. Starting odometer reading.
- f. Fuel Tank Level
- g. Condition of Vehicle: Operating Condition & Cleanliness
- h. Group to be served.
- i. Number of persons
- j. Destination
- k. Certify driver has a valid Florida Driver's License. (Driver Initials)
- l. Credit Cards Received. (Driver Initials over number of each card)
- m. Date Returned.
- n. Ending Odometer Reading.
- o. Fuel Tank Reading.