

### 1.375 USE OF VEHICLES WHEN ON COLLEGE BUSINESS

**POLICY:**

Employees may use private vehicles on official College business. Reference: Handbook, Chapter 3, Section 1.56, Travel Regulations, Prior Approval

An employee or student who transports other employees or students in his/her privately owned automobile, whether for scheduled activity or not, is fully responsible for the vehicle and its occupants.

**PRACTICE:**

Therefore, it is suggested that the legal owner do the following:

1. Carry the maximum allowable liability insurance under his/her policy.
2. Drive his/her vehicle, or
3. Allow only a staff member or a student with a valid Washington State driver's license and a good driving record to drive the vehicle.

## 1.380 VANPOOL POLICY AND PROCEDURES

Campus contact: Central Services Supervisor

The VanPool was created to provide authorized faculty members, staff, and students traveling on official College business with convenient access to rental vehicles at economical rates. This is accomplished by maintaining a pool of College owned vehicles and supplementing it, as needed, from the state of Washington fleet of vehicles and private sources when necessary.

### **PRACTICE:**

*Organization, location and hours:*

The VanPool office is located in the Central Services building and is operated by Central Services, which reports to the Vice President, Finance and Administration. Vehicles may be checked out and other VanPool business conducted, (including reservations, general inquiries, issuance of vehicle use forms, etc.) from 7:30 a.m. to 4:30 p.m. Monday through Friday. Pool vans are parked in front of the Central Services building in designated spaces.

*Reservations:*

Vehicle reservations can be made by calling Central Services at extension 402, writing or e-mailing Central Services, or by using Meeting Maker to access the Van Pool schedule (Vans: Blue, White, or Gray). A confirmation will be made verbally or by e-mail to the requesting department. In the event a van becomes available, those on a standby list will be contacted. There will be fees assessed against department accounts for reservations 24 hours or less in advance. There are no permanently assigned vehicles in the VanPool. Reservations are on a first-come, first-served basis.

*Personal Liability:*

Because of the limitations of the state's Self-Insurance Program, all drivers are urged to contact their personal insurance carrier to ensure they are covered while driving other vehicles.

### **POLICY:**

*Restrictions and use of vehicles:*

- A. Vehicles are to be used for official College purposes only, regardless of the source of travel funds.
- B. Drivers are limited to Centralia College faculty members, staff, students, and other College officials.
- C. Passengers are restricted to employees or students of the College or other persons being transported in the course of official business. Children of faculty members/staff or students are prohibited except when such transportation is connected with official College business. Completed "Informed Acknowledgment of and Consent to Field Trip/Activity Hazards and Risks" form shall be completed for each individual being transported.
- D. College vehicles may not be used for commuting or other personal use.
- E. Stopping for meals at restaurants is allowed only when travel is outside the Centralia/Chehalis and Olympia/Tumwater/Lacey areas.

*Damage to Centralia College Vehicles:*

The Self-Insurance Program does not cover damage to College owned vehicles. Because of this, the department that rents a VanPool vehicle is responsible for the cost of repairing or replacing any VanPool vehicle.

**PROCEDURE:**

*Responsibilities of the operator:*

- A. Possessing a valid driver's license.
- B. Abiding by VanPool policies, regulations and procedures and applicable state and local laws. Smoking is not allowed in any state-owned vehicle.
- C. Observing commonly accepted rules of courtesy toward pedestrians and other drivers.
- D. Any damage to the vehicle, regardless of the cause, is reported to the VanPool upon return of the vehicle. Departments will be charged for repair unless the damage is due to normal wear and tear or is covered by another vehicle's insurance.
- E. Caring properly for vehicle and contents, including:
  - 1. Using the appropriate grade of gasoline when refilling;
  - 2. Checking the oil and water levels each time the vehicle is fueled.
- F. Locking the vehicle when it is unoccupied.
- G. Paying for traffic or parking fines or towing fees resulting from their negligence.
- H. Using and parking the vehicle in a manner that will reflect favorably on the College. Failure to do so may result in loss of VanPool use privileges.
- I. Reporting all accidents to the College VanPool Coordinator (Central Services) and completing the required accident reports. If the accident involves personal injury or death, or damage to property over \$500, the operator should call "911" and request an officer be dispatched to investigate the accident. In evening hours, call number listed under "EMERGENCY NUMBERS" section.
- J. Ensuring the vehicle is returned to the VanPool parking lot at the appointed time. Drivers must notify the VanPool Coordinator in advance if the vehicle cannot be returned on time.
- K. Returning the vehicle in a clean and presentable condition. Garbage, debris, and personal belongings should be removed from the vehicle. Departments will be charged (at the current garage labor rate) for cleaning or damage to vehicles not associated with normal use.
- L. Permitting only employees or students of the College or other personnel on official College business to be transported in the vehicle. Picking up hitchhikers is not permitted.

[Administrative Approval: June 1997]