

OGDEN-WEBER TECHNICAL COLLEGE	Number 500.5	Effective Date 12/15/11 Revised 8/6/15 6/15/23	Page 1 of 1
POLICY	Approval: President's Cabinet		
Title COLLEGE VEHICLE USAGE			

1. PURPOSE AND SCOPE

The purpose of the policy is to provide employees with guidelines on the proper use and scheduling of College vehicles.

2. POLICY

It is the policy of the College that College vehicles are to be used only by authorized employees for official College business. Proper protocol shall be followed in order to become an authorized driver and schedule College vehicles.

3. DEFINITIONS

3.1 College vehicles: Any and all vehicles owned and/or under control of the College or its various departments.

4. REFERENCES

- Utah Administrative Code, R27 – Administrative Services, Fleet Operations, R27-3 – Vehicle Use Standards

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1. General Guidelines

- 1.1 College employees are encouraged to use College vehicles rather than personal vehicles when travel is required in support of College operations. College vehicles are not for personal use.
- 1.2 Whenever possible or appropriate, carpooling is encouraged when *using* College vehicles.
- 1.3 To become an authorized driver, employees must have a valid Utah driver's license, view a defensive driving video, and pass an electronic examination.
- 1.4 Authorized motor vehicle drivers are responsible for the following:
 - 1.4.1 Damage created by abuse of the vehicle, negligence, or unsafe driving.
 - 1.4.2 Replacement of missing parts, equipment, or tools.
 - 1.4.3 Traffic violations and fines. Exceptions shall be provided for fines related to improper vehicle maintenance, e.g., burned-out lights, broken windows, lapsed registration, etc.
- 1.5 Employees using College vehicles shall adhere to all traffic laws.
- 1.6 Smoking or consuming alcoholic beverages while operating a College vehicle or operating a motor pool vehicle under the influence of alcohol, illegal drugs (as defined by state law), or any substance that might impair the driver is strictly prohibited. Violation of this policy shall result in immediate disciplinary action, which could result in termination of College vehicle driving privileges and/or employee termination.
- 1.7 College vehicles must be returned to the designated parking area(s) each day unless used for travel out of the area overnight. Special College vehicle usage such as overnight parking at home or weekend parking at home must be approved by the appropriate division director.
- 1.8 When travel includes flying, College vehicles may not be parked overnight in a

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long-term parking facility.

- 1.9 Requests for special College vehicle requirements should be directed to the facilities coordinator.
 - 1.10 Authorized drivers shall not transfer College vehicle keys to another user. Assignment of vehicles and distribution of keys is cleared through the facilities coordinator through proper procedures. All potential drivers shall be listed on one request.
 - 1.11 Authorized drivers involved in off-campus accidents while using a College vehicle shall immediately report the incidents to the appropriate law enforcement agency as well as campus security.
 - 1.12 Authorized drivers involved in on-campus accidents while using a College vehicle shall immediately report the incidents to campus security.
 - 1.13 Failure to comply with College vehicle policies and procedures may lead to disciplinary action including suspension of driving privileges and/or charges to the department and/or operator for damage repairs to the vehicle.
- 2. Scheduling a Motor Vehicle**
- 2.1 Reservations should be made at least 48 hours in advance. Authorized drivers shall submit the appropriate vehicle request form. If changes to a reservation need to be made that authorized driver shall submit a modified form.
 - 2.2 Vehicle keys and mileage log book shall be picked up from the facilities coordinator.
 - 2.3 The College vehicle must be returned to the designated parking area(s) with the interior clean and free of debris and secured by locking all doors. Failure to comply with this section may result in revocation of driving privileges.
 - 2.4 Upon returning the vehicle to the designated parking area, all keys, receipts, and the completed mileage log book shall be submitted to the facilities coordinator. If the vehicle is returned after regular operating hours, the employee shall contact

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the Security Department at 801.430.5139.

- 2.5** Fuel Pins shall be assigned as needed. PIN numbers are not to be shared.