

College Operating Procedures (COP)



Procedure Title: Verification of Motor Vehicle License

Procedure Number: 07-0720

Originating Department: Facilities Planning & Management

Specific Authority:

Board Policy 6Hx6:1.02

Florida Statute 1001.65

Florida Administrative Code State Requirement for Educational Facility (SREF)

Procedure Actions: Adopted: 06/09/09; 07/01/09

Purpose Statement: Florida SouthWestern State College will permit College employees to operate College owned motor vehicles upon verification that employee's motor vehicle license is in good standing with State Motor Vehicle Department.

Guidelines:

FSW will permit College employees to operate College owned motor vehicles upon verification that employee's motor vehicle license is in good standing with State Motor Vehicle Department.

Procedures:

- I. Obtain copy of motor vehicle license (both sides) from each College employee in the department who may find it necessary to drive a College owned vehicle.
- II. Verify that licensee is in good standing with appropriate County Clerk's Office.
- III. Repeat this procedure at the beginning of each fiscal year.