

College Operating Procedures (COP)



Procedure Title: Use of College Vehicles
Procedure Number: 07-0722
Originating Department: Facilities Planning & Management

Specific Authority:

Board Policy 6Hx6:1.02
Florida Statute 1001.64; 1001.65
Florida Administrative Code 6A-14.072

Procedure Actions: Adopted: 07/93; 07/01/09

Purpose Statement: This procedure establishes guidelines for the proper use of College-owned motor vehicles and the reporting requirements associated with their use pursuant to Florida Statutes, Department of Education rules and Board policy.

Guidelines:

This procedure applies, but is not limited to, College-owned automobiles, vans (including mini-vans), trucks and buses which are registered in the College's name and are operated on public thoroughfares.

Procedures:

I. GENERAL REQUIREMENTS

College-owned vehicles are to be used for College business only. Personal use of a College-owned vehicle is prohibited unless express written approval is obtained from the President or his/her designee of the College prior to the personal use and arrangements are made with the Payroll Department to calculate the personal use value for inclusion in the employee's gross compensation.

It should be recognized that when driving College vehicles that you are representing Florida SouthWestern State College and should at all times maintain driving courtesy, take every possible safety precaution, and abide by all city, county, and state highway rules and regulations.

II. CUSTODIAN OF THE VEHICLE

College-owned vehicles are capital assets and must be accounted for as prescribed in College Operating Procedure 04-0601, Accountability for College-Owned Property. The custodian of the vehicle as recorded in the property records is responsible for use, maintenance and usage reporting of vehicles assigned to him or her notwithstanding which individual actually uses the vehicle.

III. DRIVER QUALIFICATIONS

The vehicle's custodian must verify that the driver, or drivers, of the vehicle for which they are responsible meet certain qualifications. Drivers must meet the following criteria:

- A. Be employed by the College
- B. Be 18 years of age or older
- C. Have a valid driver's license for the vehicle classification

IV. DRIVER'S LICENSE VERIFICATION

All persons authorized to drive a College vehicle shall have his or her driver's license verified by the custodian of the vehicle before the driver is allowed to drive on a public roadway. Occasional drivers for whom driving is not required in his or her job description should have a copy of his or her current driver's license on file with the vehicle custodian and should be updated regularly and more specifically, at the beginning of each fiscal year.

Drivers who are required to drive a College vehicle as part of their job description should follow the driver's license verification procedures established by their department.

V. USAGE

It is the policy of the College to use College-owned vehicles for College business purposes only. Any other exception to this policy requires permission of the President or his/her designee. Use of vehicles is at the discretion of the vehicle's custodian. Each custodian may, and is encouraged to, develop their own vehicle usage procedures.

NOTE: Any procedures developed by a vehicle custodian must not conflict with this procedure.

VI. MILEAGE LOGS

Each vehicle must have all mileage recorded in monthly vehicle usage logs. The vehicle logs must be submitted to the Office of Financial Services by the third working day of the next month. Vehicle logs must contain the following information:

- A. Vehicle ID (Inventory Tag Number)
- B. Year, make & model of vehicle
- C. Department Number (Banner Index)
- D. Vehicle Custodian's Name
- E. Date of each trip
- F. Name of operator
- G. Business Purpose
- H. Odometer Reading at beginning of month
- I. Odometer Reading upon return to college for each trip
- J. Total miles for each trip

VII. FUEL AND REPAIRS

Gas and repair expenses are the responsibility of the vehicle custodian. An Inter-department chargeback may be mutually agreed upon between the vehicle custodian and the user department. In these instances, a memo to the Office of Financial Services must be submitted which identifies the department number (Banner Index) and general ledger code to debit (vehicle user) and credit (vehicle custodian) and the agreed upon amount. The budget administrator for both parties must approve the chargeback.

NOTE: The Office of Financial Services will not be responsible for calculating the usage costs.

VIII. TRAFFIC AND PARKING VIOLATIONS

The person driving the vehicle is responsible for any traffic or parking violations sustained while driving the vehicle. The College does not pay for traffic or parking violations.