

## College Operating Procedures (COP)



**Procedure Title:** Verification of Driver's Licenses and Vehicle Fleet Use  
**Procedure Number:** 08-0829  
**Originating Department:** Public Safety

**Specific Authority:**

Board Policy 6Hx6:1.01  
Florida Statute 1001.64  
Florida Administrative Code

**Procedure Actions:** 02/01/10; 08/10/10

**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 and provide the required instructions for the College's authorized vehicle users to obtain vehicles, and obtain the required information records regarding vehicle mileage, trips and maintenance and other documentation concerning vehicles used for College business.

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**Guidelines:**

Facilities Planning & Management and/or Public Safety will obtain a copy of the driver's license (both sides) from each college employee who may find it necessary to drive a college owned vehicle, and

Verify, if necessary that licensee is in good standing with Department of Motor Vehicle License Check Website unless notified by Public Safety that the person is not eligible to drive a College vehicle.

Repeat this procedure at the beginning of each calendar year.

All College vehicles are assigned to the Facilities or Public Safety Departments and will be provided to various College departments for distinctly different purposes, all of which are limited to official College business. The acquisition of all College vehicles must be coordinated and approved in advance by Facilities Department. Special conditions apply to marked police vehicles. See Public Safety Department Manual.

**Procedures:**  
**FUNDAMENTALS**

1. Drivers:

Drivers must be College employees and must possess a valid Florida Driver License of the class required for the vehicle(s) that they will operate and/or that is required by their job description. New employees must have the appropriate license prior to their official start date.

No employee is permitted to drive a College owned or leased vehicle when their license is suspended or revoked. A driver's right to drive College vehicles may be refused or revoked for any of, but not limited to, the following reasons:

- ✓ Misuse or abuse of College vehicles or repeated traffic violations.
- ✓ Failure to report violations as required herein.

2. Driver's Responsibilities:

Drivers are given full responsibility for, and full authority for enforcement of the following rules relating to safety. Driver shall:

Perform a pre-trip safety inspection.

Ensure that ALL occupants wear a safety belt.

Observe and obey all the traffic laws and regulations while driving College vehicles and ensure safe vehicle operation.

Station a person outside of the vehicle to assist when backing for prevention against accidents, if necessary.

Driver will notify, in the event of an accident, Public Safety to complete required Risk Management reports giving written explanation and complete details concerning the accident. Public Safety will notify Risk Management, who will contact the Florida Community College Risk Management Consortium.

Driver will not drive a vehicle to their home.

Driver will ensure no one smokes in a College vehicle.

3. Passenger:

Must be a bona fide student, employee or official authorized guest passengers.

To be a passenger in a College-owned or leased vehicle requires that the trip be for a college purpose.,

College-owned and leased vehicles are self-insured through the Florida Community Colleges Risk Management Consortium.

Mileage is recorded on a Vehicle Mileage Report. It shall be the driver's responsibility to record the required information accurately and legibly on the report each time any vehicle is used for any purpose.

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

- Trip origin date.
- Starting odometer reading.
- Fuel Tank Level
- Condition of Vehicle: Operating Condition & Cleanliness
- Group to be served.
- Number of persons
- Destination
- Certify driver has a valid Florida Driver's License. (Driver Initials)
- Date Returned.
- Ending Odometer Reading.
- Fuel Tank Reading.

Maintenance: Periodic maintenance shall be performed at regular intervals, under the direction of Facilities Planning & Management, as recommended by the vehicle manufacturer or accepted fleet standards. Maintenance shall include but not be limited to:

Oil, lubrication, filter service, regular brake and tire inspections and replacement, cooling system service, transmission service, engine and tune-up service.

Other maintenance as required, to maintain a safe and reliable vehicle.

Maintenance records shall be kept for each vehicle containing, but not limited to, the following maintenance information:

Maintenance schedules for the required services.

Service provider, date, mileage, cost, and description of services performed.