



November 17, 2008

M E M O R A N D U M

TO: District Board of Trustees
FROM: William D. Law, Jr., President
SUBJECT: Policy Manual Revision – College Vehicles

Attached, for your review and approval, are the proposed revisions to the College's policy on College vehicles.

The shaded area represents procedure, which will be moved to a separate procedures manual. The changes indicated grant specific authorization for students to drive College vehicles for educational purposes and allow persons who are not in established positions to drive College vehicles with authorization.

STAFF RESOURCE: TERESA SMITH

RECOMMENDED ACTION:
Approve policy revision.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

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|---|-------------------------------|
| TITLE: College Vehicles | NUMBER: 6Hx27:03-23 |
| AUTHORITY: Florida Statute: 1001.64, 1001.65 FAC: 6A-14.0261 | SEE ALSO: |
| DATE ADOPTED: 12/1/97; revised 1/22/01 | PAGE: 1 of 1 |

A College vehicle may be assigned to an individual by the Board or may be reserved for general use by College personnel. An individual who is required to perform assigned duties after normal working hours may be assigned a vehicle. The College will pay all operating costs of College vehicles not paid for with grant funding, including insurance, maintenance, and operating expenses.

Grant-purchased vehicles will be assigned to grant employees working on the project that funded the vehicle. Maintenance and operating expenses will be paid from said grant funds.

[Non-employees may be authorized to drive College vehicles for educational purposes.](#)

The off-campus use of College-owned or leased vehicles must be approved by the President or the Vice President for Administrative Services prior to use. Only [authorized individuals](#) ~~employees in established positions~~ shall be permitted to drive College-owned vehicles.

College employees who operate a College-owned motor vehicle will be required to have their driver's license record checked and approved by the Assistant Vice President for Administrative Services or designee prior to operation of the motor vehicle. It is the responsibility of the supervisor to ensure that the required driver's license check has been completed during the twelve month period preceding operation of a College-owned motor vehicle. Additional information regarding the driver's license verification procedure is available from the Campus Police Department.

Consistent with College policies providing for a safe and secure environment for individuals on the campus, the safety of operators and passengers in College vehicles is a major concern. The College strives to maintain College vehicles to maximize service and safety in their operation. In order to optimize operator and passenger

safety, safety belts shall be worn at all times by all operators and passengers in College vehicles.

Any vehicle assigned to the Campus Police Department shall not be available for general College use.

| The President shall establish procedures for the use and control of College vehicles.