



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Use of College Vehicles	CJ - II	2	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
Section C – Business and Support Services	Transportation Management	CJ	08/26/2025

PROCEDURE

Scheduling

Vans and/or buses will be scheduled through the Physical Plant. All other vehicles are scheduled through departments.

Scheduling Priorities:

1. Scheduling will primarily be conducted on a first-come, first-served basis.
2. Employees making request for vehicles for the farthest distance and longest trip duration will receive priority in scheduling. If a vehicle request cannot be filled, alternate arrangements will be made as deemed necessary by the appropriate vice president.
3. Vans are scheduled for groups of five (5) to nine (9).
4. Exceptions to scheduling priorities will be decided by the Director of the Physical Plant.

Usage:

1. All expenses incurred during the trip for fuel, oil, and minor repairs (e.g., flat tires, etc.) will be paid by the user department. Receipts for such expenses will be submitted as a part of the travel expense voucher and charged against the using department's budget. The Physical Plant Department will fuel the vans and buses upon their return to the Physical Plant and charge the user department's budget. The buses use diesel fuel and the user should return the bus with a full tank of diesel unless prior arrangements are made with the Physical Plant.



2. No smoking will be allowed in the vehicles.
3. Users of college vehicles must obey all traffic laws and posted speed limits.
4. The user of the vehicle is expected to return it in good condition (without any litter). If vehicles are returned in poor condition, a cleaning charge may be assessed to the department.
5. When trip is completed, the vehicles will be left at the Physical Plant in its parking space between the storage building and the office building. The vehicle must be locked and the key left in the ashtray by the driver's position or given to campus police.
6. Keys to the vehicle may be checked out from the Physical Plant the day of the trip. If leaving early in the morning before the Physical Plant Department is open, arrangements should be made by the user one day in advance of the trip.
7. Individuals requesting usage of the buses must have a Class B.CDL license.
8. All drivers must have completed the transportation management training and be approved by the college's insurance company.
9. When the vehicle is picked up for a trip, a trip form will also be given to the driver. Upon return from a trip, the form is to be completed and delivered to the Physical Plant or placed on the driver's seat of the vehicle.