

AP 153 – COLLEGE VEHICLES

Associated Board Policy: 153.00 – College Vehicles

Procedure Owner: Executive Vice President of Finance and Administration

Related Procedures: AP 141 - Use of College Property, AP 131 - Request for Travel and Reimbursement

I. Procedure Scope and Purpose

This procedure addresses the use of college-owned vehicles and applies to all college departments, faculty, and staff. The college will ensure the mechanical soundness, safety equipment checks, and proper maintenance of vehicles before they are reserved.

The purpose of this procedure is to establish guidelines for the use of college-owned vehicles when an employee travels on college business. The college encourages use of a college owned vehicle when an employee travels on college business, however, special circumstances or situations may occur where the use of an employees' private vehicle is necessary.

II. Definitions

College-Owned Vehicle: A vehicle in which the capital investment is made by the college, and the vehicle is owned by the college. Cost for use by an internal department of the college is calculated as a mileage rate, not only for actual operating costs, but for the cost of the capital investment.

Rental Vehicle: A vehicle obtained from an outside agency and paid for by the college for use by an employee on college business. The college has no obligation to subsidize capital investment expenses, and no part of the vehicle is owned by the college.

Personal Vehicle: A vehicle in which the capital investment is made by an entity other than the college. The college has no obligation to subsidize capital investment expenses, and no part of the vehicle is owned by the college. Reimbursement is calculated as a mileage rate for actual operating costs and estimated wear and tear.

Trip Request: A one-time authorization for an employee to operate a college-owned vehicle, rental vehicle, or personal vehicle while on college travel.

III. Procedure

- A. Each traveler who operates a college-owned motor vehicle, private, or rental vehicle shall obtain prior authorization to travel, have a current, valid driver's license, and have current personal automobile insurance coverage that meets or exceeds the minimum requirements set forth by statute or motor vehicle code. A copy of the driver's license and current insurance certificate must be provided annually to the facilities/transportation clerk. Failure to provide these documents prior to travel will prevent an employee from traveling on college business. It is the responsibility of the traveler to notify the facilities/transportation clerk if there is a status change in either their license or insurance. Approved drivers can reserve a college vehicle by accessing the trip request system. In addition, a student travel authorization must be completed and approved for any travel involving the transport of college students.
- B. Vehicle packets, keys, fuel cards, etc., will be secured from the facilities/transportation clerk who schedules the college vehicles upon receipt of an approved trip request. Vehicles will be assigned based on the distance being traveled, with the highest mileage vehicles assigned to longer distances. Drivers who plan to leave the college

outside regular business hours must pick up the vehicle packet prior to the trip. During regular business hours, these packets will be returned to the facilities/transportation clerk immediately upon return. Outside regular business hours, packets should be dropped in the transportation drop box located in the college parking lot immediately upon return.

- C. The driver is responsible for pre-travel safety equipment checks (e.g., spare tire, tire jack, etc.). If such items are missing from the vehicle or items need restocked, contact the facilities/transportation clerk before travel begins. Drivers must not drive a vehicle that is not operating properly.
- D. College vehicles will be fully serviced during and on return from a trip by the user, using self-service pumps where possible with credit card purchases. No ethanol should be used unless it is the only choice available. Servicing includes filling the gas tank before and after the trip, washing windows, checking tire pressure, properly disposing of trash, and removing personal items from the vehicle. Vehicle usage cards must be issued and turned in with packets to indicate mileage out and in, and any mechanical deficiencies noted. College-owned vehicles must remain in the college parking lot before and after the trip, except for brief moments to load/unload.
- E. College insurance coverage does not extend to employees or their family members if the college-owned vehicle is operated outside the scope of the approved travel request or if the employee uses the vehicle on a personal basis. Family members, non-college employees, and students not involved in an approved activity are not allowed to travel in college-owned vehicles without prior permission.
- F. Each driver must obey all traffic laws, whatever the jurisdiction. All passengers must wear seat belts at all times while traveling, and all equipment and luggage must be secured in a safe manner. Drivers are not allowed to text while driving or engage in other behavior that would hinder attention to driving. The college will not reimburse any employee for fines or other financial penalties assessed for the unlawful operation of any vehicle while on college business.
- G. In case of an accident, the driver will be responsible for calling the insurance company and reporting such an accident. The name and telephone number of the insurance company are in each packet. Upon return to the college, the driver will make a written report to the Executive Vice President of Finance and Administration with details of the accident and action taken. The driver is responsible for completing all required reports.
- H. Employees involved in two accidents within an 18-month period, which involve damage to a college vehicle and result in the use of college insurance or college funds to repair or replace the damage, may be restricted from driving a college vehicle for a period of one year. In lieu of driving a college vehicle, the employee will be expected to drive a personal vehicle and be reimbursed for mileage.
- I. Drivers of college-owned vehicles must be employed by the college. Students are not authorized to drive college-owned vehicles.
- J. Employees who drive vehicles with 12-15 passenger capacity must complete passenger van safety training. Employees who drive college vehicles with more than 15 passenger seating must have a CDL license issued by the State of Kansas.
- K. Smoking, including electronic cigarettes and tobacco products of any kind, is not to be used in any college vehicle.
- L. No pets or animals are allowed in college vehicles except an approved service animal.
- M. Any exceptions to this procedure shall require prior approval by the Executive Vice President of Finance and Administration.
- N. Failure to comply with this procedure may result in disciplinary action or termination.

IV. Effective Date(s)

This procedure first became effective: 3/25/2014
Revised: 2/18/2020
Revised: 10/21/2025

V. Signature and Title

This procedure is implemented by: Holly Harper

Title: Executive Vice President of Finance and Administration