

SECTION: Administrative

SUBJECT: Use of College-Owned and College-Rented Vehicles

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**Background:** The purpose of this policy is to give guidelines on the use of college-owned and college-rented vehicles.

**Point of Contact:** Vice President for Finance and Administration

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** Academic Affairs, Student Affairs, Athletics, Physical Plant, Security, Controller's Office

**Date of approval by LCSC authority:** August 12, 2016

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** 08/2016

**Summary of Major Changes incorporated in this revision to the policy:** Inclusion of State Board of Examiners policy restrictions on the use of State vehicles for personal or other non-official business.

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## Policy

1. College-owned vehicles, leased vehicles, and vehicles rented with college funds (including commercial rentals and vehicles loaned or rented from other community or government agencies) are considered to be State vehicles and may be used only for official College business. The use of State vehicles for personal or other non-official business is prohibited, by [Idaho Board of Examiners travel policy \(3 F\)](#) which states:

*“The use of a State vehicle for personal or other non-official business is strictly prohibited. Commuting from the traveler’s primary work location and declared residence using a State vehicle is permissible only when the official travel purpose begins or ends outside the traveler’s usual daily work schedule, such as before 7am or after 6pm, or for other reasons considered in the best interest of the State that are specifically documented and authorized by the approving authority.”*

*“State vehicles shall not be operated by or used to transport individuals who are not directly involved in the official State travel purpose unless prior approval has been granted by the approving authority. State vehicles shall be operated only by individuals who possess a valid operator’s license.”*

Liability insurance coverage for operation of State vehicles is provided by LCSC’s insurance policy through State Risk Management.

2. **Approved Drivers:** Only the following persons may ride in LCSC owned and rented vehicles: LCSC employees, persons participating in LCSC projects or programs, and students participating in authorized travel. Individuals who are not on state business, or persons who are not participating in LCSC projects, programs, or authorized trips may not operate or ride in a college-

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owned, rented, or vehicle unless prior approval has been granted by the responsible Vice President or the President. Family members may not travel in a College-owned vehicle, unless they are conducting official college business as part of the trip.

Individuals who are not LCSC employees must receive approval to drive the vehicle by the President or a Vice President. In situations where the President or a Vice President determines use of a LCSC vehicle is for official purposes, individuals who possess a valid driver's license and who are not LCSC employees may be authorized to drive LCSC vehicles. An *Authorization of Approved Driver of College-Owned Vehicle* form must be completed. All such authorizations must be approved in writing in advance by the President or a Vice President. Persons authorized to drive vehicles under this section are considered to be "authorized volunteers" for purposes of financial responsibility and for purposes of the Idaho Tort Claims Act, Idaho Code §6-901 through 6-929. Examples of situations that may be approved under this section include use of LCSC vehicles by members of boards or councils performing services for the College.

3. Qualifications: A driver must meet the following qualifications before he/she is permitted to operate a College-owned, rented, loaned or leased vehicle:
  - A. Driver must be at least 18 years of age and have at least two (2) years driving experience;
  - B. Driver must have a driver's license that is valid in the United States;
  - C. A license background check will be conducted on an employee/student authorized volunteer who, who will be operating a College owned vehicle. The driver's License Record Check Authorization permits the College to conduct a record review. Authorization is hand delivered to Security along with the College Vehicle Use Agreement signed by both the authorized driver and supervisor. Department supervisors will be notified by Security of any potential disqualifications. The driver's license record check will be completed well in advance of the semester with a minimum of 2 normal business days in advance and should be repeated no less than on a **yearly basis for students, Irregular Help employees, and non-employees, and every three years for faculty and staff.**
  - D. Departments are responsible for ensuring that their employees/students or approved drivers complete the appropriate paperwork and training (i.e., 15 passenger van course CD) before driving a College-owned vehicle or vehicle rented, loaned, leased for official College business or officially sanctioned student activity. The required documentation/procedures for an LCSC employee are as follows:
    - (1). Vehicle Use Agreement. A copy should be provided to Security and the driver.
    - (2). In situations where a 15 passenger van is needed--individuals must complete the 15 passenger van safety training. This training is on a CD and takes approximately 1 hour to complete. Please contact Campus Security to complete training or complete approved van driving course through Work Force Training.

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- E. The required documentation/procedures for an approved non-LCSC employee (including students) are as follows:
- (1). Authorization of Approved Driver of College-Owned Vehicle
  - (2). Vehicle Use Agreement. A copy of this should be provided to Security and the driver.
  - (3). In situations where a 15 passenger van is needed--individuals must complete the 15 passenger van safety training. This training is on a CD and takes approximately 1 hour to complete. Please contact Campus Security to complete training or complete approved van driving course through Work Force Training.
4. Disqualification: Based on the Driver's License Records review, the following conditions disqualify any potential driver:
- A. Persons who have been, within the 24 month period preceding the application for qualification, convicted of or plead guilty to one or more major violations (i.e., driving under the influence of alcohol or drugs, reckless operation, hit and run, driving under suspension, fleeing from a police officer, or who acquire more than two minor moving violations) are not eligible to drive an LCSC vehicle unless special arrangements, (i.e., work permit) granted with presidential approval only. Persons who are convicted of or plead guilty to a major violation after being approved as a driver must notify Security and their supervisor as their authorization may be withdrawn.
5. Responsibilities and/or Driver Restrictions for ALL campus owned vehicles.
- A. Vehicles must not carry more than the prescribed passenger limits.
  - B. Drivers and passengers must have seat belts fastened at all times while driving or riding in College vehicles.
  - C. State and local traffic laws must be obeyed at all times. Traffic violations will be the personal liability of the vehicle user. As an authorized LCSC driver or authorized volunteer, infractions of regulations are the responsibility of the individual driver, and the driver is subject to any fines, as well as LCSC disciplinary action. LCSC related driving privileges may be suspended if the College determines that the driver of a LCSC-owned vehicle is exhibiting poor driving habits.
  - D. In case of an accident involving a College vehicle, reports, as required by law and as prescribed in the State of Idaho Safety Loss Control Program Model chapter IX section 2, must be filed.
  - E. Any vehicle problems, mechanical or otherwise, must be promptly reported to the department that is listed as registered owner. Repairs due to vehicle abuse or cleaning

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fees may be charged to the individual and/or the using department at the discretion of the registered department director.

- F Driving time per driver is limited to a maximum total of 10 hours per day. It is recommended that uninterrupted driving times do not exceed 2 hours, separated by a minimum 15 minute break.
  - G Drivers may not use a cell phone while driving, except for approved hands-free devices.
  - H Smoking is not permitted in a College vehicle
  - I Alcohol is not permitted in a college vehicle, nor will the driver drive under the influence of illegal drugs or alcohol, except any prescribed medications, as long as they do not impair the driver's driving ability or cause drowsiness.
  - J Drivers must adhere to all conditions listed in the PDF [Vehicle Use Agreement](#).
6. Accidents: All accidents involving college vehicles must be reported as follows:
- A. It is the driver's responsibility to make reports to law enforcement agencies as required by law.
  - B. Details of an accident are to be reported directly to the Office of the Vice President for Finance and Administration and applicable department director. The Idaho Accident Notice forms and instructions are placed in College- owned vehicle for use in making the accident report.