

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 college-owned and college-rented vehicle usage.

**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:** Physical Plant, Security, Controller's Office

**Date of approval by LCSC authority:** 3/22/10

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

**Date of Most Recent Review:** 3/10

**Summary of Major Changes incorporated in this revision to the policy:** Previous policy covered only Motor Pool operations. Revised policy has been expanded to address use of all college-owned/leased vehicles.

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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) may be used only for official college business. The use of College vehicles for personal or other non-official business is prohibited.
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-owned or leased 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.

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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**.

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 Physical Plant or Administrative Services to complete training.

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 Physical Plant or Administrative Services to complete training.

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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. Motor Pool: The campus motor pool is a self-supporting service that has been established to enable Lewis-Clark State College employees and students to meet official travel demands. The campus motor pool is administered by the Physical Plant under the general supervision of the Vice President for Finance and Administration. Motor pool vehicles are available on a first-come, first-served basis and are subject to the policies and procedures contained in this policy. Any vehicle request which involves an exception to the policies stated herein requires the prior approval of the Vice President for Finance and Administration or his/her designee.

Reservations for motor pool vehicles should be made as far in advance as possible by submitting to the Physical Plant a memorandum indicating the dates and type of vehicle to be reserved. If a 15 passenger van is needed, all drivers must complete a 1 hour course/test on CD before the scheduled departure date. Contact Physical Plant or Administrative Services to arrange for that test. An IDV with the signature of the authorizing administrator as well as the required paperwork stated in paragraph 3C above should be sent to the Physical Plant to be received no later than 3:45 p.m. of the day prior to the scheduled vehicle pick-up date. Vehicles will not be released without the required paperwork stated in paragraph 3C above or without a signed Vehicle Release Order.

- A. Charges for the use of motor pool vehicles will be evaluated periodically for adequacy and are subject to change. Current rates are located at <http://www.lcsc.edu/pp/motorpool.htm>
  - (1) When a vehicle is checked out and returned on the same day, the vehicle must be promptly reported to the Physical Plant.
  - (2) When a vehicle is not returned on the day it is checked out, the charge will include the amount for the miles traveled, plus the daily charge for each day the vehicle is out, except the first day.
  
- B For security reasons and in order to meet scheduling commitments, motor pool vehicles must be returned to the Physical Plant parking area after each use. For after duty hour returns, the vehicles should be parked and locked near the Physical Plant parking compound entry and the vehicle keys dropped through the key-drop located in the Physical Plant security fence. Failure to return motor pool vehicles to the designated

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areas at the specified time may result in an additional daily charge assessment and may delay the departure of the next user.

8. 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 paragraph 9 of this policy, must be filed.
  - E Any vehicle problems, mechanical or otherwise, must be promptly reported to the Physical Plant. Repairs due to vehicle abuse or cleaning fees may be charged to the individual and/or the using department at the discretion of the Physical Plant 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 *Vehicle Use Agreement*.
9. 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 Physical Plant. The Idaho Accident Notice forms and instructions are placed in College- owned vehicle for use in making the accident report.



**LCSC VEHICLE USE AGREEMENT/DRIVER'S LICENSE RECORD CHECK**

As a driver of a college-owned vehicle, rented or leased for official college business and/or student activities, I agree to and certify that:

- 1. I have a driver's license that is valid in the United States.
2. I am at least 18 years old and have at least two years licensed driving experience.
3. I will use a seat belt or other available occupant restraint and require all passengers to do the same in accordance with state law.
4. I understand that I will be responsible for all traffic violations and fines resulting from my use of the vehicle.
5. I will operate the vehicle in accordance with College policies and procedures and know and observe all applicable traffic laws, ordinances, and regulations.
6. I will not permit any unauthorized person to drive the vehicle.
7. I will not permit any unauthorized passengers in the vehicle (only LCSC employees, persons cooperating in LCSC projects or programs, and students participating in approved trips are authorized).
8. I will not use a cell phone while driving unless it is an approved hands-free device.
9. I will obey all traffic laws and will not exceed the speed limit or drive the vehicle at speeds that are unsafe for road conditions.
10. I will be well-rested and not drive more than a total of 10 hours per day and understand it is recommended that periods of uninterrupted driving not exceed 2 hours, separated by breaks of at least 15 minutes.
11. I will not drive the vehicle "off road" unless it is designed and intended for that use.
12. I will not allow alcohol in the vehicle or drive under the influence.
13. I will immediately report all accidents, property damage, or violations to the appropriate law enforcement agency, Vice President for Finance and Administration, and Physical Plant.
14. I will immediately report to my supervisor and Security any change in my driving record that might count against or disqualify me as an authorized College driver. (e.g., DUI, Suspension of Driving privileges; see http://itd.idaho.gov/DMV/driverservices/ds\_viol.htm for details)
15. At the time the vehicle is returned to the college, I will contact the authorizing department listing any damage or deficiencies noted while the vehicle was in my possession.

The below information is collected for the purpose of verifying an approved driver's eligibility to operate a LCSC owned or rented vehicle. This form is to be kept confidentially in the Security office and is valid for at least three years for faculty and staff and one year for irregular help employees, non-employee and students.

Printed Name of Driver \_\_\_\_\_ DL # \_\_\_\_\_ Birth date \_\_\_\_\_
State issued License: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Expiration: \_\_\_\_\_

As a College approved driver, I understand I am subject to all applicable disciplinary procedures for violations of College policies and procedures. By signing below, I certify the foregoing is true and correct and I understand that the College may check my driving record at any time, and that misrepresentation or omissions may be cause for disciplinary action, up to and including dismissal.

Signature of Driver: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Driver's Department representative: \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*Hand deliver completed form and Drivers License to Security, MLH 110



## **AUTHORIZATION OF APPROVED DRIVER OF COLLEGE-OWNED VEHICLE**

I hereby authorize the below-named person to serve as a driver of a Lewis-Clark State College vehicle for the situation and period of time described herein. The authorized driver carries a valid driver's license and has been apprised of the rules and regulations associated with the use of a LCSC vehicle, and will use the vehicle only on College business. In case of an accident, my department will be responsible for the insurance deductible if an insurance claim is filed for repair to the vehicle.

Name of Authorized Driver(s): \_\_\_\_\_  
\_\_\_\_\_

Purpose of Travel: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of Travel: \_\_\_\_\_

\_\_\_\_\_  
Director/Division Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
President/Vice President

\_\_\_\_\_  
Date