

SECTION: 4.0 ADMINISTRATIVE

SUBJECT: STATE OWNED, RENTED, OR LEASED VEHICLES

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**Title:** Use of LC State Owned, Rented, Leased Vehicles

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

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

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

**Date of approval by LC State authority:** July 2022

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

**Date of Most Recent Review:** February 2026

**Summary of Major Changes incorporated in this revision to the policy:** Update department names. Add Fleetio requirement for authorized drivers. Update process for authorizing student drivers. Add language for the exceptions regarding courtesy vehicles when agreement includes personal use.

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## 1. Policy

- A. LC State-owned vehicles, leased vehicles, and vehicles rented with LC State 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 LC State business. The use of state vehicles for personal or other non-official business is prohibited, by [Idaho Board of Examiners travel policy \(3 F\)](#):
  - i. "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."
  - ii. "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"
- B. Other Guidance and Adherence
  - iii. LC State drivers must complete a Vehicle Use Agreement with Public Safety.
  - iv. Courtesy Vehicles that are approved for both business and personal use must follow the Courtesy Vehicle policy 4.106 for the allowable use of the courtesy vehicle.
  - v. Employees must adhere to the Idaho Division of Human Resources Safe Driving policy [https://dhr.idaho.gov/wp-content/uploads/STATEWIDE\\_POLICIES/DHR-17\\_Safe-Driving-Policy.pdf](https://dhr.idaho.gov/wp-content/uploads/STATEWIDE_POLICIES/DHR-17_Safe-Driving-Policy.pdf)
- B. [Complete the State of Idaho Defensive Driving training on an annual basis](#). Liability insurance coverage for operation of state vehicles is provided by LC State's insurance policy through State Risk Management. Insurance is in place only for authorized drivers. If a department allows an unauthorized driver to operate a state vehicle, the liability will fall to that division/department.

## 2. Approved Drivers and Passengers

- A. Only the following persons may ride in LC State owned and rented vehicles:

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- i. LC State employees;
  - ii. Idaho State employees (non-LC State) traveling with LC State employees on state business;
  - iii. Persons participating in LC State projects or programs;
  - iv. Students participating in authorized travel; and
  - v. Volunteers who have completed all necessary requirements, which include:
    - Signed Vehicle Use Agreement
    - Defensive Driving Course Completed
    - Driver Background Check
    - Volunteer Waiver and Agreement signed
    - Volunteer Job description that references driving
- B. Individuals who are not on state business, or persons who are not participating in LC State projects, programs, or authorized trips may not operate or ride in an LC State-owned, rented, or leased vehicle unless prior approval has been granted by the responsible vice president or the president.
- C. Family members may not travel in an LC State-owned vehicle, unless they are participating in official business as part of the trip. Prior approval must be granted by the responsible vice president or the president prior to travel.
- D. Individuals who are not LC State 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 LC State vehicle is for official purposes, individuals who possess a valid driver's license and who are not LC State employees may be authorized to drive LC State vehicles. A Vehicle Use Agreement form must be completed through Public Safety. 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 LC State vehicles by members of boards or councils performing services for LC State.
- E. The department or unit authorizing the non-state employee to drive a state vehicle will be responsible for the insurance deductible if damage occurs to the vehicle.
- F. Students can only be authorized as insured drivers if they follow the same requirements as all other authorized drivers and re-qualify annually with the Public Safety Department. They also must meet one of the following conditions:
- i. They are employed by LC State and the job description lists driving as a job requirement
  - ii. They are volunteers at LC State and the agreement lists driving as a requirement
  - iii. Administrative Services must be notified at least three (3) days in advance in order to request insurance coverage for the activity where students may be driving a state owned or leased vehicle. This notification is not required for Enterprise car rentals.
  - iv. If renting from Enterprise, LC State's contract allows any student 18-24 years of age to drive all car classes under 10 passengers nationwide, with no fee for a young renter. To ensure this is honored at all rental locations, set up your reservation online using account number 45WA549. Hertz rental agreement does not allow the same exception.
  - v. That state of Idaho has final authority on who is authorized to drive state vehicles. The LC State policy will defer to the state of Idaho policy on authorized drivers covered by state insurance.

**3. Qualifications**

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A driver must meet the following qualifications before they are permitted to operate an LC State-owned, rented, loaned or leased vehicle:

- A. Age: Driver must be at least eighteen (18) years of age.
- B. Experience: Two (2) years driving experience is required.
- C. Licensing: Must have a driver's license that is valid in the United States.
- D. Background Check: A driver's License background check is required.
  - i. A driver's license background check will be conducted on all operators of an LC State owned vehicle. By completing the Vehicle Use Agreement/Driver's License Record Check form, the driver is permitting the college to conduct a record review.
  - ii. If the driver has an International Driver's License, the driver will be required to provide their license background check from their country of origin to the Public Safety Department or acquire an Idaho Driver's License.
  - iii. Department supervisors will be notified by Public Safety of any potential disqualifications. The driver's license record check will be completed well in advance of the semester with a minimum of two (2) normal business days in advance and should be repeated no less than on a one (1) year basis for student employees, Irregular Help employees, volunteers, and for faculty and staff.
- E. Departments are responsible for ensuring that their employees/student employees or approved drivers complete the appropriate paperwork and training before driving an LC State-owned vehicle or vehicle rented, loaned, leased for official LC State business or officially sanctioned student activity. The required documentation/procedures for an LC State employee are as follows:
  - i. Vehicle Use Agreement
  - ii. Van Safety Training
    - Required for drivers of 15-passenger vans
    - a) This training takes approximately 20 minutes to complete.
    - b) Please contact the Public Safety Department to complete the training.
- F. Fleetio App Access
  - a) All drivers of LC State vehicles need to have access to the Fleetio app and be advised on the requirement for using the app. [https://secure.fleetio.com/users/sign\\_in](https://secure.fleetio.com/users/sign_in)
  - b) The department supervisor will request this access for the driver from Administrative Services, Public Safety, or Physical Plant.

Training for the Fleetio app is available by contacting Administrative Services or Physical Plant. G. The required documentation/procedures for an approved non-LC State employee (including student employees or student volunteers) are as follows:

- i. Be authorized as an approved driver of LC State-Owned vehicle
- ii. Vehicle Use Agreement
- iii. Van Training (if applies)
  - a) Required for drivers of 15-passenger vans
  - b) This training takes approximately 20 minutes to complete.
  - c) This training will be assigned through Vector Solutions after a background check is completed.

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**4. Disqualification**

Based on the driver's license records review, the following conditions disqualify any potential driver:

- E. Persons who have been, within the twenty-four- (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 (2) minor moving violations) are not eligible to drive an LC State vehicle unless special arrangements are (i.e., work permit) granted with presidential approval only.
- F. Persons who are convicted of or plead guilty to a major violation after being approved as a driver must notify the Public Safety Department and their supervisor as their authorization may be withdrawn.

**5. Responsibilities and/or Driver Restrictions for ALL Campus Owned Vehicles**

- E. Vehicles must not carry more than the prescribed passenger limits.
- F. Drivers and passengers must have seat belts fastened at all times while driving or riding in LC State vehicles.
- G. State and local traffic laws must be obeyed at all times. Traffic violations will be the personal liability of the vehicle operator. As an authorized LC State 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 LC State disciplinary action. LC State related driving privileges may be suspended if it is determined that the driver is exhibiting poor driving habits.
- H. In case of an accident involving an LC State vehicle, contact law enforcement. Documents to report the accident should be available in all state vehicle glove boxes to explain what steps need to be taken following an accident. If these documents are not in the glove box, you can print them from this web site, <https://www.lcsc.edu/administrative-services/risk-management/vehicles>.
- I. Any vehicle problems, mechanical or otherwise, must be promptly reported to the department that is listed as vehicle's fleet manager. Repairs due to vehicle abuse or cleaning fees may be charged to the individual and/or the operating department at the discretion of the director responsible for the vehicle.
- J. Driving time per driver is limited to a maximum total of ten (10) hours per day. It is recommended that uninterrupted driving times do not exceed two (2) hours, separated by a minimum fifteen- (15-) minute break.
- K. Drivers may not use a cell phone while driving, except for approved hands-free devices under IC 49-1401A Distracted Driving Law
- L. Smoking is not permitted in an LC State vehicle.
- M. Alcohol is not permitted in an LC State 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.
- N. Drivers must adhere to all conditions listed in the [Vehicle Use Agreement](#).

**6. Accidents**

All accidents involving LC State vehicles must be reported as follows:

- E. It is the driver's responsibility to make reports to law enforcement agencies as required by law.,
- F. Details of an accident are to be reported directly to Administrative Services and applicable department director. The [State of Idaho Auto Accident Report Guide](#) and instructions are placed in LC State-owned vehicles for use in making the accident report. These documents can be obtained

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from this web site, <https://www.lcsc.edu/administrative-services/risk-management/vehicles>.