



## College of The Albemarle Procedure

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### Title: Operating College Vehicles

**Related Policy: 2.1.7 Alcohol and Drugs on Campus, 2.2.1 Tobacco Free Campus, 3.4.4 Alcohol and Drugs on Campus, 5.3.5 Students Alcohol and Drugs on Campus.**

### Division of Responsibility: Operations

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The following shall establish procedures for the use of College-owned vehicles for all full-time, part-time, and contracted services employees. Vehicles owned by College of The Albemarle are to be used exclusively for official college use and only by authorized drivers.

- A. College Owned Vehicles** - Are grouped into the four following categories: service vehicles, passenger vehicles, utility vehicles and vehicles requiring special licensing
1. Service vehicles  
Include those vehicles that serve the Facilities Maintenance, Facility Custodial departments, Instructional, and those used by College Security.
  2. Passenger Vehicles  
Cars and vans used for approved travel by College employees.
  3. Utility Vehicles  
Vehicles include golf carts, side by side UTV's, lawn mowers and tractors. These Vehicles are used by Facilities Maintenance, Facility Custodial Departments and College Security
  4. Vehicles requiring special licensing endorsements  
Vehicles include mini buses with air brakes, buses, semi trucks
- B. Driver Eligibility** - Only approved college employees are allowed to drive College vehicles, students are not allowed to drive any College vehicle unless required to fulfill course requirements as defined by learning objectives. Students will be required to follow course guidelines to be authorized to drive for instructional purposes.
1. Persons who will be driving a college-owned vehicle must possess a valid driver's license.
  2. Persons who will be driving a college-owned category 4 vehicle shall possess the required license endorsement for that specific type of vehicle.
  3. The minimum driver age is 21 with at least three years of driving experience for college employees.
  4. Before a college employee can be considered an authorized driver, a motor vehicle record (MVR) must be completed by the chief operations officer or designee.



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5. Any college employee who has infractions revealed during this background check, may be denied driving privileges or, if applicable, may have a current authorization revoked.
6. Once approved to be authorized to drive the driver will be placed on an authorized driver list. The college will conduct an audit of the authorized drivers list on a bi-annual basis.

### C. Driver Responsibility

1. It is the responsibility of the person approved to drive college-owned vehicles to self-report any change in their DMV record. Failure to do so may result in suspension in driving privileges.
2. Drivers must obey all traffic laws. Drivers are prohibited from driving in excess of the posted speed limit. A driver must maintain an acceptable speed for weather and hazardous road conditions, and reduce driving speed as necessary for the safe operation of the vehicle.
3. Seat belts must be worn by the driver and the passengers at all times while the vehicle is in motion.
4. Drivers and their passengers must adhere to all policies in regards to alcohol and drugs on campus (Policy 2.2.5 Sale and Use of Alcohol at Campus Events), and tobacco free zone (Policy 2.2.1 Tobacco Free Campus).
5. Cell phone use, text messaging, or viewing any type of digital media while driving is strictly prohibited unless the device is in hands-free mode.
6. In the event the vehicle is involved in an accident (whether it is property and/or vehicle damage), law enforcement should be called immediately, and proper paperwork should be submitted to the Cashiers Window as soon as feasible.
7. All traffic and parking tickets are the responsibility of the driver.

### D. Vehicle Reservation Guidelines

1. Vehicles may be reserved via 25Live and are available on a first-come, first-served basis.
2. No person shall reserve a category 4 vehicle without the required license endorsement
3. Once the request is approved, a clipboard will be prepared with several required documents, the vehicle keys, and a gas card, if applicable. If you are traveling within our seven-county area, you will not be given a gas card.
4. It is the responsibility of the driver that the documentation provided be completed before the vehicle is driven off of school grounds. Please use the odometer reading from the vehicle itself.
5. All passengers must be documented for insurance purposes; underage passengers must have a completed Consent Form and Waiver of Liability form.
6. For reservations on weekends, keys should be picked up prior to 4:00 PM on Friday and returned by 8:00 AM on Monday. Vehicles requested for the entire week should be returned by 4:00 PM on Friday or immediately upon return.



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7. While traveling on College business, the vehicle may be used for travel to obtain meals and other necessities, but not for entertainment or any personal purposes. Individuals not employed by the College are not allowed to drive a College-owned vehicle. Vehicles may not be used for travel other than the trip travel and may not be taken to personal residences without approval from the President.
8. Vehicle clipboards, keys, and gas cards, if given, should be returned on the designated day to the cashier's window. If it is after normal college hours, there is a key drop box located in Building A across from the elevator. Please leave only the keys in the box; the clipboard and paperwork should remain in the locked vehicle.

### **E. Service/Utility Vehicle Operating Requirements and Standards**

1. Fully abide by local, state and federal vehicle regulations.
2. Operators must be 21 years or older and have a valid driver's license and be considered approved by the chief operations officer.
3. Golf carts/utility vehicles are to be operated at speeds no greater than 15 MPH or as safety concerns demand. Operators should always consider the terrain and weather conditions which may affect the ability to operate the golf cart/utility vehicle.
4. Golf carts/utility vehicles will be operated only within the confines of the College Property while following designed pathways around campus.
5. Golf carts/utility vehicles will be operated in such a manner that they do not impede or interfere with normal pedestrian or vehicular traffic flow on sidewalks, ramps or roadways.
6. Golf carts/utility vehicles will be operated with the utmost courtesy, care, and consideration for the safety of pedestrians.
7. Pedestrians will be given the right-of-way at all times.
8. Only those golf carts/utility vehicles with working headlights and taillights should be driven past dusk.
9. Always inspect the golf cart/utility vehicle to ensure all headlights, tires, taillights, etc. are functioning correctly and in working order.
10. Operators are responsible for the security of ignition keys during the time the vehicle is assigned to them. Any time a golf cart/utility vehicle is left unattended, the ignition will be turned off, and the key will be removed from the ignition and kept in the possession of the operator.
11. Operators are not permitted to drive while wearing devices that impede hearing, e.g., stereo headsets, earplugs, iPods, etc.
12. All passengers must be in the seats designed for use. No passengers are allowed to be transported in truck beds or on the sides of the golf cart/utility vehicle.
13. Cell phone use while driving is prohibited.
14. Report any vehicle-related accidents and injuries, safety concerns, or near misses to the chief operations officer.



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June 13, 2023

June 10, 2024

June 10, 2024

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**Date Approved by President's Leadership Team**

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**Date of Last Review**

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**Date of Last Revision**