

PALM BEACH STATE COLLEGE

College Vehicle Usage Procedures

These Procedures Include:

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General Information

Palm Beach State College (PBSC) maintains a fleet of campus and district vehicles and 15-passenger vans for College employees to conduct the business of the College. Procedures and forms are available on the College's Safety website on the Vehicle Use & Reservations webpage at www.palmbeachstate.edu/safety/vehicle-use.aspx.

Who Can Drive a College Vehicle?

- Only Palm Beach State College employees with a valid Florida State driver's license or other with specific written approval from Risk Management and the Provost are authorized to operate College vehicles. Any individual on the Palm Beach State College payroll is considered an employee, **excluding student workers, who may only operate golf carts** which require additional training.
- For liability reasons, individuals who are not Palm Beach State College employees are prohibited from operating College vehicles without express prior written approval from Risk Management and the Provost.
- Motor Vehicle Reports, including a three-year extended history of drivers, may be obtained by the Human Resources Department or the Campus Safety Office and will be repeated every two years for vehicle operators who regularly transport students. Authorization to drive College vehicles will be denied to employees if their driving record reflects three or more moving violations or at-fault accidents or who have had 12 or more points assessed to their driver's license within three years.
- The district fleet vehicles are for employee business use only and are not to be used to transport students.
- The campus fleet vehicles may transport students to/from College-sponsored events.

- Priority use of these vehicles remains with the Provost's office.
- The number of seat belts provided in a particular vehicle determines the maximum number of occupants.
- An employee's operation of a College vehicle must be within the scope of their employment and for official College business only. Personal use is not permitted.
- Unless traveling on a pre-approved overnight travel leave, district and campus vehicles must be returned to the College Campus Safety Office and not driven home. Athletic Department vehicles must be returned to their pick-up point.

The Reservation Process

- Review the College Vehicle Reservation Calendar applicable to your campus to determine vehicle availability before submitting your reservation request. Those shared vehicle reservation calendars are available online at the College's safety website at www.palmbeachstate.edu/safety/vehicle-use.aspx. All College Vehicle Reservation Calendars can be found on this website.
- There are also two College Vehicle Reservation (CVR) forms found on the page:
 - **Reservation Request Form 1** for use of shared district and campus vehicles.
 - **Reservation Request Form 2** for use of 15-passenger vans assigned to the Athletic Department.
- All reservation requests should be submitted at least one week before the desired reservation date or as soon as the need for the vehicle is known as short-notice requests may impact vehicle availability. **Reservations may not be made more than 60 days before the need date for the district and campus fleet vehicles.**
- The Athletics Department has priority use of Athletic Department vehicles. All other reservations and assignments are on a first-come, first-serve basis. Reservations may be requested more than 60 days in advance for these 15-passenger vans. Reservation requests must include a copy of the Off-Campus Student Roster & Release Log to be retained by the respective Campus Safety Office.
- It is essential that you provide the purpose of the trip you intend to take because this aids in determining whether the trip is within the scope of your employment at the College.
- Ensure that you have included any necessary additional driver information.
- Ensure you obtain the necessary signed approvals before submitting the reservation request.
- The completed/signed reservation request forms must be submitted electronically for Athletic Department vehicles and via e-mail for other fleet vehicles and forwarded to the campus office as indicated on the reservation form for the vehicle you will be using (See the CVR form for contact information). Each campus reservationist is responsible for maintaining their College Vehicle Reservation Calendar. All district and campus shared vehicle reservation calendars are available on the College's safety website at the Vehicle Use & Reservations webpage at www.palmbeachstate.edu/safety/vehicle-use.aspx.
- The reservationist will confirm the requested vehicle's availability and contact the requestor to advise of denial or confirm approval. The reservationist will forward approved requests to the applicable Campus Safety Office.
- If approved, the reservationist will post your vehicle reservation on the College Vehicle Reservation Calendar, at which time the use of the vehicle will be blocked out from other

requestors. Be advised that any request the reservationist determines to have a higher priority may result in a subsequent denial of your reservation.

- Any employee who wishes to drive a College vehicle must have previously submitted a photocopy of their driver's license to Safety and Risk Management Department or the Campus Safety Office for a validity check and become registered as an authorized driver of College vehicles. If no license data has been submitted before the reservation request, the request will not be processed until the driver's license information has been submitted and license validity has been confirmed.
 - Alternatively, the reservationist may directly conduct an online check for driver's license validity at the Florida Department of Motor Vehicles website <https://mydmvportal.flhsmv.gov/Home/en/PublicWeb/DLCheck> instead of contacting Safety and Risk Management. After that direct validation, the reservationist must advise the Safety & Risk Management Office of the driver's license number information for insertion into the risk management records.
- The Safety and Risk Management Office will periodically check licenses for validity.
- Drivers must also complete the brief [Geotab Training for Authorized Drivers](#) and complete and return the [GPS Acknowledgement Form](#) to Risk Management.
- Report to your Campus Safety Office at least fifteen minutes before your anticipated departure time to take possession of the keys and any related materials for the vehicle.

Vehicle Sign-Out and Use

- Drivers must be assigned to a vehicle for all driving trips through the Geotab software portal. Geotab training for drivers is available on the College's safety website on the Vehicle Use & Reservations webpage at [Geotab Training for Authorized Drivers](#).
- All vehicles available for off-campus travel have been assigned keys, Florida State registrations, and insurance cards. Additionally, these vehicles have roadside assistance membership cards. Emergency instructions are in each vehicle's glove compartment.
- The registration and insurance card must be presented to any requesting police officer if you are stopped by law enforcement personnel. You are responsible for all these materials from when you sign out a vehicle until you return it.

College Vehicle Use Log (Mileage)

All College vehicles with license plates, insurance, and registrations for off-campus travel are equipped with GPS devices that communicate vehicle status and travel information through the online Geotab software portal that replaces the need for handwritten **College Vehicle Use Logs** for those vehicles. Drivers must complete and return the [GPS Acknowledgement Form](#) to Risk Management to acknowledge that College vehicles have GPS tracking devices.

Each Campus Safety Office will maintain **all** district and campus vehicle keys/materials.

- Report any vehicle mechanical problems or concerns to the Campus Safety Office and your Facilities Department.
- On the first of each month, the District Facilities Specialist on the Lake Worth campus will review and verify reports generated from the data Geotab software portal and forward a copy to the Security and Risk Management Director.

- It is imperative that vehicle assignments be kept accurately in the Geotab software portal. Unaccounted mileage will result in the report being returned to Campus Safety for corrections.

In Case of an Accident/Incident

- If you have an accident or incur damage while driving a College vehicle, it must be reported to the local law enforcement agency. Simply exchanging insurance information with the other driver is not acceptable. An accident must be reported to law enforcement personnel even if it does not involve another vehicle.
- In the event of injury or illness, College vehicles are not to be used to transport anyone to a medical facility. Call 911 for assistance.
- Your home Campus Safety Office must be notified of any accidents or incidents involving a College vehicle as soon as possible so that a College incident report can be developed. If your Campus Safety Office is closed, the Lake Worth Campus Safety Office can be reached 24 hours a day/7 days a week by calling (561) 868-3600.
- In the event of a disabled vehicle, call for roadside assistance. Each College vehicle contains a roadside assistance membership card and instructions. See emergency instructions in the vehicle's glove compartment.
- If the vehicle cannot be repaired by roadside assistance, have it towed to the nearest manufacturer's dealer for repairs.

Insurance

Palm Beach State College is self-insured per Florida Statute 768.28 - \$200,000 per Person/\$300,000 per Occurrence Aggregate. Worker's compensation covers College employees in the event of an injury incurred during their duties. Each vehicle contains a registration and insurance card.

Please Remember!

- Please drive safely at all times.
- Florida law requires headlights to be on in the rain and other periods of low visibility.
- Drivers may not wear headphones, use hand-held cell phones, or use/operate any other device that may cause a distraction, including text messaging and use of electronic devices.
- No smoking or alcoholic beverages are permitted in College vehicles.
- Vehicles shall be returned with a **FULL** gas tank and clutter-free. Retain the sales receipt(s) and your credit card receipt(s) for reimbursement purposes.
- While operating a College vehicle, drivers are expected to adhere to all traffic laws and speed limits. All fines for any traffic, toll, or parking violations will be the sole obligation of the vehicle operator.
- Approved drivers shall immediately notify their supervisors if their driver's license is suspended or revoked.

Driving a College vehicle is a privilege. Failure to comply with the vehicle usage rules can result in revocation of driving privileges in College vehicles. While driving a vehicle that carries the College's name, it is vital that you present a good image of Palm Beach State College to others.