

College Vehicle Usage Procedures

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General Information

Palm Beach State College maintains a fleet of campus and district vehicles, vans, and buses for use by College employees. Procedures and forms are available on this website, as well as on the Finance Travel page at <http://www.palmbeachstate.edu/finance/offices/accounts-payable/travel.aspx>.

Who Can Drive a College Vehicle?

- Only employees of Palm Beach State College are authorized to operate College vehicles. Any individual who is on the Palm Beach State College payroll is considered an employee, **excluding student workers, who may operate only golf carts.**
- Motor Vehicle Reports, including a three-year extended history of drivers, may be obtained by the Human Resources Department or the Safety and Risk Management Office and will be repeated every two years for vehicle operators who regularly transport students. Authorization will be denied if driving record reflects three or more moving violations and/or at-fault accident or who have had 12 or more points assessed to the driver license within a three-year period.
- The District fleet vehicle is for employee business use and is not to be used to transport students.
- The Campus fleet vehicles may be used to transport students to/from College-sponsored events.
 - A maximum of three students may be transported at any one time.
 - Priority use of these vehicles remains with the provost's office.
 - Occupancy is limited to a maximum of four students/employees.
- The district and campus fleet vehicles have SunPasses and roadside assistance service;
 - Emergency instructions are located in the vehicle's glove compartment.
- For liability reasons, individuals who are not employees of Palm Beach State College are prohibited from operating College vehicles under any circumstance.
- An employee's operation of a College vehicle must be within the scope of his/her employment and for official College business only. Personal use is not permitted.

- Unless travelling on a pre-approved overnight travel leave, district and campus vehicles must be returned to the College campus Security Office and not driven home. P.E. 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 prior to submitting your reservation request.
- All College Vehicle Reservation Calendars can be found on this website. There are two College Vehicle Reservation (CVR) forms found on the page:
 - **Reservation Request Form 1** for use of district and campus vehicles.
 - **Reservation Request Form 2** for use of vehicles assigned to P.E. and Student Activities.
- All reservation requests should be submitted at least one week prior to 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 in advance of the need date specifically for the District and Campus fleet vehicles.**
- The Athletics Department has priority use of PE vehicles. All other assignments are on a first-come, first-serve basis. Reservations may be requested more than 60 days in advance for these vehicles. Reservation requests must include a copy of the Off Campus Activity Insurance/Release Log to be maintained by the respective Security Office.
- It is important that you provide the purpose of the trip you intend to take as 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 that you obtain the necessary signed approvals before submitting the reservation request.
- The completed/signed reservation request forms must be submitted electronically for Student Services/P.E. vehicles and via e-mail or fax 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 department reservationist is responsible for maintaining their College Vehicle Reservation Calendar.
- The reservationist will confirm the availability of the requested vehicle and will contact the requestor to advise of denial or confirm approval. The approved request will be forwarded by the reservationist to the applicable campus Security 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 determined by the reservationist 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 the Human Resources Department (H.R.) for a validity check. If no copy has been submitted prior to the reservation, the reservation request will not be processed until driver license information has been submitted and the license has been confirmed as valid.
 - If a requestor's driver's license has not been validated by H.R. at the time of the request, the reservationist may contact the Risk Management Specialist for validation by advising of the driver license number.
 - The Employment Specialist I in HR will be the 1st back-up for validation.
 - The Employment Specialist II in HR will be the 2nd back-up for validation.

- The Safety & Risk Manager will be the 3rd back-up for validation.
 - Alternatively, the reservationist may conduct an on-line check for license validity at the following website in lieu of contacting Safety and Risk Management: <http://www.flhsmv.gov/>. After validation, the reservationist must advise the Safety & Risk Management Office of the driver license number information for insertion into the employee's personnel records.
- The Safety and Risk Management Office will periodically check licenses for validity and at least once a year.
- Report to your campus Security Office at least fifteen minutes prior to your anticipated departure time to take possession of the keys and any related material for the vehicle.

Vehicle Sign-Out and Use

- All vehicles available for off-campus travel have been assigned keys, Florida State registrations and insurance cards. Additionally, these vehicles have SunPasses and roadside assistance membership cards.
- The registration and insurance card must be presented to any requesting police officer in the event you are stopped by law enforcement personnel. You are responsible for all of these materials from the time you sign out the vehicle until the time you return it.

College Vehicle Use Log (Mileage)

All Campus departments who have been assigned vehicles with license plates and registrations for off campus travel will maintain a **College Vehicle Use Log** for each vehicle. The following departments are subject to this procedure:

District Facilities	Lake Worth Facilities	Palm Beach Gardens Facilities
Boca Raton Facilities	Belle Glade Facilities	District Warehouse
Security	Criminal Justice	Criminal Scene Technology
Fire Academy	EMS/EMT	Humanities (Film & T.V.)
Transportation Office (ALL P.E. vehicles)		

- Each campus Security Office will maintain **all** district and/or campus vehicle mileage logs as well as vehicle keys/materials.
- The Transportation Office will maintain mileage logs for all vehicles assigned to Student Activities and P.E. All keys will be maintained by the Security Office for each respective campus.
- The College Vehicle Mileage Log will record the vehicle number, driver, destination and purpose of trip, date and time out, odometer reading out, date and time in and odometer reading in.
- All campus, district and Student Activities (P.E.) vehicle logs must be supported by a copy of the completed CVR form (Form 1 or Form 2, as applicable). Report any vehicle mechanical problems or concerns to the Security Office and your campus Facilities Department.
- On the first of each month, all logs for the previous month will be verified for accuracy by a supervisor and sent to the Grounds & Landscaping Supervisor on the Lake Worth campus for verification, signature and on-forwarding to the Security Director.
- It is imperative that logs be kept accurately and submitted timely. Unaccounted mileage and lack of signatures will result in the log being sent back for corrections.

In Case of an Accident/Incident

- If you have an accident or incur damage while driving a College-owned vehicle, it is imperative that it be reported to the local police department. 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 Security Office must be notified of any accidents or incidents involving a College vehicle as soon as possible. If your Security Office is closed, the Lake Worth Security Office may be reached 24 hours a day/7 days a week by calling (561) 868-3600 or (561) 324-3531.
- In the event of a disabled vehicle, call for roadside assistance. See Emergency Instructions in vehicle glove compartment.
- If the vehicle cannot be repaired by roadside assistance, have it towed to the nearest Ford dealer for repairs.
- Each vehicle assigned for Student Activities purposes contains a roadside assistance membership card and instructions. The district and campus fleet vehicles also have roadside assistance.

Insurance

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

Please Remember!

- 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 the vehicle at any time.
- Vehicles shall be returned with a **FULL** tank of gas and free of clutter. Retain the sales receipt and/or your credit card receipt for reimbursement purposes.
- While operating a College-owned vehicle, it is expected that the driver will adhere to all traffic laws and speed limits. All fines for any traffic or parking violations will be the sole obligation of the vehicle operator.
- Approved drivers shall immediately notify their supervisors if and when their driver's license is suspended or revoked.

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

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