

PALM BEACH STATE COLLEGE

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-line at <http://www.palmbeachstate.edu/x20324.xml>. You will also find a link on the Finance Travel page.

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 OPS personnel (who may not operate any College vehicle unless an exception is granted) and student workers**, who may operate only golf carts.
- For liability reasons, individuals who are not employees of Palm Beach State College are prohibited from using College vehicles under any circumstances.
- An employee's use of a College vehicle must be within the scope of his/her employment and for official College business only. Personal use is not permitted.
- Except for Student Transportation Office vehicles PE-1, PE-7 and PE-8 at the Lake Worth campus, and unless travelling on a pre-approved overnight travel leave, **all** vehicles must be returned to the College campus Security Office and not driven home.

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 the following web page: <http://www.palmbeachstate.edu/x20324.xml>. 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.**
- The Athletics Department has priority use of PE vehicles. All other assignments are on a first-come, first-served basis.
- 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 via e-mail or fax to the **campus Security office** and person or office indicated (the “reservationist”) for the vehicle you will be using (See the CVR form for contact information). Each 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 scanned/e-mailed or faxed by the reservationist to the 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 email a copy of the license to the Risk Management Specialist for validation.
 - 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 validation 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 have been assigned keys, Florida state registrations and insurance cards. Additionally, some vehicles will have SunPass transponders. All Student Services vehicles and the District vehicle have 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 that you return it.

College Vehicle Use Log (Mileage)

All Campus Facilities offices will maintain a **College Vehicle Use Log – Facilities Department** for each of its vehicles.

- The Student Transportation Office will maintain **College Vehicle Use Logs - PE-1, PE-7 and PE-8** on the Lake Worth campus.
- Each campus Security Office will maintain **all district/campus/Student Activities vehicle keys/materials and a College Vehicle Use Log – Campus Security Department for each vehicle, with the exception of vehicles PE-1, PE-7 and PE-8.**
- The College Vehicle Use 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.
- Except for Facilities vehicles, all log entries for each vehicle must be supported by a copy of the completed CVR form (Form 1 or Form 2, as applicable).
- Report /campus/Student Activities vehicle mechanical problems or concerns to the Security Office.
- When the College Vehicle Use Log is completely filled, it is to be verified for accuracy by a supervisor and sent by the Security or Facilities office to the Grounds & Landscaping Supervisor for retention, with the exception of logs pertaining to all PE vehicles and Student Activities vans VH-32, VH-56 and VH-59, which are to be sent to the Student Transportation Office located on the Lake Worth campus for retention.

In Case of an Accident/Incident

- If you must 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.
- 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.
- 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.

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 PDA's.
- No smoking or alcoholic beverages are permitted in the vehicle at any time.
- Vehicle shall be returned free of clutter and with the gas gauge at least ½ full. 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.
