

## **NEW RIVER COMMUNITY AND TECHNICAL COLLEGE**

Policy Number: D.1100

Effective Date March 3, 2005

**TITLE:** Vehicle Management Policy

**RATIONALE:** The purpose or function of this policy is defined in the criteria for the use of state vehicles as stated in WV Code Section 5A-3-48

### **POLICY STATEMENT**

#### **USE OF COLLEGE OWNED OR LEASED VEHICLES**

Vehicles are provided for use by the faculty and staff of New River Community and Technical College when participating in regularly scheduled and organized activities approved by the college as official trips.

Passengers in state vehicles must be WV state employees, participants in official college programs, or students enrolled at New River and whose specific office or employment conditions require they be transported on official business.

The operation of and passenger requirements for New River owned or leased vehicles by nonemployees is restricted to persons working with New River in conjunction with official school programs and must have prior approval from the President.

All vehicle trips require approval of the New River Regional Director of Operations, the budget director, and a major administrator.

State vehicles, with the exception of the President will not be parked at the driver's home overnight. All other drivers must have prior approval from the President for overnight parking at home.

#### **INSURANCE COVERAGE**

Liability insurance is provided for New river owned or leased vehicles by the State Board of Risk and Insurance Management. Coverage is extended for the protection of New River while an authorized operator is using a vehicle within the confines of this policy and all applicable laws, ordinances or rules.

## **REQUESTING A VEHICLE**

Written requests for the use of a state vehicle are to be made two weeks in advance. A completed request form and one copy must be submitted for each vehicle being requested. Vehicles will not be released to the driver until completed forms are received.

All items on the form must be completed with the specified destination(s) and the identifying account number indicated.

A list of all drivers and passengers must be submitted to New River Regional Director of Operations prior to departure.

Vehicles will be assigned only when a completed request form is received by the Regional Director of Operations. The form must contain all appropriate signatures. Telephone calls requesting the reservation of a vehicle will not be accepted.

## **OBTAINING ASSIGNED VEHICLES**

Vehicles may be picked up at the campus administrative office or the Maintenance Building in Bluefield. Departures prior to the opening of business may obtain a travel packet before 3:00 p.m. on the afternoon prior to the scheduled departure. The vehicle will be parked at the designated location for the driver's access on the day of departure. Departures schedules for a Saturday or Sunday require the driver obtaining a travel packet before 3:00 p.m. on Friday afternoon.

## **STUDENT DRIVERS**

Student drivers must be 18 years of age or older. A completed Student Vehicle Operation Request form and a copy of the student's valid driver's license must be on file before departure. A form must be completed each semester before travel.

## **COMMERCIAL DRIVER'S LICENSE**

All drivers of vehicles seating more than 15 passengers must have a valid commercial driver's license (CDL). A copy of the driver's CDL must be on file before departure.

## **OPERATION OF 15 PASSENGER VANS**

All 15-passenger vans are to be operated by experienced drivers only.

## **RETURN OF VEHICLE**

The driver must:

- Return vehicle no later than time specified
- Make sure the vehicle has a full tank of gasoline
- Return items placed in the vehicle for safety and convenience
- Complete the trip ticket by recording the ending mileage
- Report any mechanical problems
- Clean out all personal belongings and litter
- Check to see that all interior and exterior lights are off
- Lock all doors
- Deposit keys, completed form, turnpike card, and gas cards in depository box

At the conclusion of the trip, the mileage will be computed by New River campus office or the Physical Plant personnel. If the driver fails to record beginning and ending mileage, the mileage will be estimated and the driver will be charged accordingly.

## **SEAT BELT USE**

All drivers and passengers in college vehicles must use seat belts at all times

## **USE OF TABACCO PRODUCTS**

Use of tobacco products by the driver or passengers in any state vehicle owned, leased or otherwise operated by New River is strictly prohibited.

## **ALCOHOL REGULATIONS**

Use of alcohol by the driver and passengers, or transportation of open container alcoholic beverages is strictly prohibited. Alcoholic beverages may be transported in New River vehicles for work related purposes with prior approval from the President.

## **REPORTING OF ACCIDENTS**

Accidents or loss, involving a New River vehicle, to any degree must be reported to a law enforcement agency serving the area where the accident occurred and to New River. The operator must cooperate in any investigation of an accident at the scene and obtain all pertinent information as described in the State Vehicle Accident Information form provided in the driver's packet. All information must be reported to the President within two (2) working days. All vehicles shall carry insurance information.

## **GENERAL INFORMATION**

Activities that require an airport departure must have a driver scheduled for delivery to and pickup from the airport. Vehicles are not permitted to be parked overnight for an extended period of time in an airport parking lot.

Maintenance, other than emergency, shall be done by the Physical Plant staff or by direction of the Regional Director of Operations. Only gas and oil may be purchased as needed using the credit card available with the travel packet. All other services and repairs must be authorized. The campus contact is Regional Director of Operations at each campus weekdays between 8:00 a.m. and 3:30 p.m. For breakdown after business hours or weekends proceed as follows:

If driving a state leased vehicle with a PHH credit card, call the 800 number in the credit card booklet. The PHH representative will direct the driver to a repair facility. The repair facility must contact PHH for authorization to repair the vehicle and receive payment.

All acceptable credit cards may be used for emergency repairs of New River owned vehicles, i.e. tire repair, fan belt, radiator hose, etc. The driver must submit forms for reimbursement, if necessary, to the Purchasing Office, via a departmental requisition form.

Other questions are to be directed to the President.

Misuse of any state vehicle will result in denial of future requests and possible reimbursement to the College for any necessary repairs.

## **PURCHASING AND LEASING OF MOTOR VEHICLES**

Proper and efficient vehicle purchasing methods are followed by New River as set forth in the WV State Board of Higher Education Purchasing Regulations. The competitive bidding process shall be used, unless purchase results from a state contract that has already been competitively bid.

Motor vehicles are classified in two categories:

1. Passenger Vehicles are vehicles designed and used for the transportation of persons and property. All automobiles, passenger and cargo vans, light- and medium-duty trucks are in this classification.
2. Special Use Vehicles are vehicles designed and used only to transport property or to fulfill a special need upon the New River campuses. Dump trucks, snow plow vehicles, etc., are in this classification.

## **OWNERSHIP, TITLING, AND LICENSING OF NEW RIVER MOTOR VEHICLES**

All motor vehicles owned by New River are the property of the State of West Virginia and are considered "State Owned Vehicles". Therefore, these motor vehicles are titled, licensed, and provided insurance coverage like all other state-owned vehicles. The Division of Motor Vehicles will issue the "State Owned Vehicle" license (green) plates for New River vehicles (West Virginia Code 17A-3-23).

## **MAINTENANCE AND SERVICE**

It is the responsibility of New River to assure that each motor vehicle receives proper maintenance and service with the goal of providing a safe and functional vehicle for all users. New River will also assure that each college owned or leased motor vehicle receives the required annual WV motor vehicle safety inspection.

## **REPORTING TO THE BOARD OF DIRECTORS**

New River shall maintain vehicle records for reporting to the Board, Secretary of Education and the Arts, and the Legislative Oversight Commission on Education Accountability in a form and manner as may be directed and shall include at a minimum the following information for each vehicle:

- Type, make, model, year, purchase or lease price
- Type of use
- Year purchased, leased, or received as a donation
- Mileage
- Vehicle assignment
- Fleet size, amount of increase or decrease in New River owned or leased vehicles

## **DISPOSAL OF VEHICLES**

All New River owned or leased vehicles shall be disposed of consistent with the West Virginia State Board of Higher Education Purchasing Regulations.

**RELATED POLICIES:**

**RESPONSIBLE OFFICE:** Director of Facilities and Campus Safety, Regional Director of Operations