

## VEHICLE REGULATIONS

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Revised July 1, 2008 by MNSCU

### AUTHORIZED DRIVERS

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Authorized drivers are state employees; contract employees if authorization to drive a state vehicle is specifically cited in their contract; students who have been granted permission by college administration; and drivers for certain disabled employees with the permission of that employee and the approval of his/her supervisor. All drivers must have in their possession a current and valid drivers' license and a copy of that license must be given to Holly at the switchboard. Keys will not be issued until a copy of your driver's license is on file in the Administration Office. All vehicles are stored with keys in them in storage Building #3.

### PROCEDURES AND REGULATIONS

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1. Garage Keys are to be picked up from Holly at the switchboard. Unless directed otherwise, the garage keys are to be returned immediately after the scheduled use to Holly or, if the college is locked or Holly is unavailable, please return garage key the next day.
2. Vehicles are not to be returned with less than  $\frac{3}{4}$  of a tank of gas. The fuel card in the key chain is to be used to pay for gas, and any receipts are to be turned in with the garage key. You will be asked for a driver number. The number to use is the vehicle number, found on the back of the vehicle as well as the card.
3. Record mileage, destination, and your department Cost Center legibly on the log in the vehicle. Please keep the clip board in the vehicle.
4. Both passengers and drivers must wear seat belts in state vehicles.
5. Only authorized persons are permitted to ride in state-owned vehicles. Authorized persons include state employees, other persons participating in state programs or functions, or individuals assisting disabled employees with prior approval as described above. Family members are not allowed in state vehicles.
6. Smoking is not allowed in state vehicles.
7. All doors on the vehicle are to be left unlocked and windows closed. Keys are to be left in the vehicle.
8. The interior of the vehicle should be left clean. Although it should not be necessary, any trash should be removed from the vehicle prior to use, as well as after use.
9. Drive slowly and carefully on winter roads. Large vans require long stopping distances.
10. All traffic rules and regulations must be followed. The driver is responsible for any tickets, which might accrue from a violation.