

## **VEHICLE USAGE/STORAGE/MAINTENANCE POLICY AND PROCEDURE**

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**Updated October 23, 2009**

Vehicle Usage – HCC Staff and work-study students with valid driver’s license can drive college vehicles. Students must submit a copy of their driver’s license upon checkout of garage keys. Parties consuming alcohol cannot operate state owned vehicles. Only college employees and students are allowed to ride in college and state vehicles. Anyone not employed by the State but doing work for the college must receive prior permission from the Business Office to ride in one of HCC’s vehicles. Violation of this policy will result in termination of employment or suspension from college.

Priority in reserving vehicles shall be as follows: Student activities (athletics, field trips, and student groups) have first priority in reserving the vehicles. Groups traveling the longest distance have first priority. Bumping shall not occur within 48 hours of a trip. For Staff travel, parties traveling the longest distance shall have first priority. Bumping shall not occur within 48 hours of a trip. If emergencies arise, staff needing the vehicle at the last minute will contact the individual who has reserved the vehicle to make arrangements.

Reservations are made with switchboard. Vehicles are located in storage building #3. Garage key is available at the switchboard between 7:30 a.m.-4:00 p.m. Vehicle keys, credit card and packets containing a log sheet, accident report, and repair work order are to be left in the vehicle. The garage key needs to be returned to the switchboard upon return. Parties returning after 4:00 p.m. should return items by 8:00 a.m. the following business day.

Maintenance staff will check fluid levels on a monthly basis; maintenance staff will clean the exterior of the vehicles; parties signing out the vehicles must see that all garbage is removed. Maintenance problems need to be reported on Repair Work Order forms provided in packet and returned to maintenance supervisor.

Miscellaneous: Seatbelt use is required in all college vehicles. All vehicles are to be returned with full gas tanks; gas slips with cost center are to be returned to the switchboard or placed in the metal box located in the parking garage; credit cards can be used only to purchase gasoline and oil; log sheets are to be completed by drivers. Mileage must be recorded; instructions for use of the credit cards, accident reports, and insurance information (if accident occurs) will be placed in the glove compartment of each vehicle; individuals using school vehicles can leave their own cars (must be locked) in the stall where the HCC vehicle was. HCC is not responsible for damage due to fire, break-ins, etc.