



Procedure 121-12 College Vehicles

Sponsor: Business and Administrative Services

Purpose

The purpose of this procedure is to govern the method for use of College vehicles and outline the requirements of employees who use them. This procedure shall be adhered to for the safety of employees as well as the security and liability of the College.

Definitions

None

Procedure

The Executive Director of Facilities and Security is responsible for establishing guidelines related to the use of College vehicles.

All College employees who use a College vehicle are expected to comply with the guidelines in this procedure.

Employees who violate the terms of this procedure may be disciplined up to and including termination of employment from the College.

Licensing Requirements

A valid Arizona driver's license is required by any employee who utilizes a College vehicle.

It is the employee's responsibility to present his/her valid driver's license to the Executive Director of Facilities and Security or designee when requested.

Drivers should be advised that it is a violation of College policy and State law to drive a College vehicle with a revoked, cancelled or suspended license. Any loss or restriction of license must be reported to the Executive Director of Facilities and Security or designee within one (1) working day. Providing a false certification and/or knowingly driving a College vehicle on a revoked, cancelled or suspended license may constitute grounds for termination of employment with the College.

College-Owned Vehicles

College vehicles are intended solely for use by the designated departments unless approval is received from the supervisor of the area to which the vehicle is assigned.

Service Vehicle	Department
Security patrol vehicle(s)	Security
Maintenance vehicle(s)	Facilities

Service Vehicle	Department
Shipping/Receiving vehicle(s)	Purchasing and Auxiliary Services
Maintenance/Material Handling Equipment	Facilities and Purchasing and Auxiliary Services
Service Vehicle	Page Campus
Forklift	Purchasing and Auxiliary Services – Also requires additional specialized operating permit

Rental Vehicles

Any College employee with a necessity to travel outside the Flagstaff area, must utilize a rental vehicle.

Associated costs are the responsibility of that department.

Driver Responsibilities

Vehicles are intended solely for official College activities and are not to be used for any other purpose.

Non-employees are not permitted to travel in a College vehicle unless on official College business.

Vehicles may be checked out prior to the scheduled College business and must be returned to the College immediately upon completion of College business.

Vehicles may not be kept at a personal residence unless related to College travel and approved by the Executive Director of Facilities and Security or designee.

Flagstaff vehicles must be checked out from the Executive Director of Facilities and Security or designee.

Page vehicles must be checked out from the Executive Director of Extended Learning, or designee.

Vehicles and keys must be returned to and checked in to the appropriate administrator by the designated driver. Vehicles returned after normal business hours are to be returned to the College parking area or kept at the person's residence until the following regular business day. If the vehicle is to be returned after regular business hours, the keys are to remain with the designated driver until the next regular business day.

The driver is responsible for re-fueling the vehicle to the same level as when checked out. The driver's department is responsible for fuel expenses.

As a representative of the College, you also represent the State of Arizona and Coconino County. It is important to be courteous to other drivers, obey all local and state traffic laws, and exercise good common sense. Failure to adhere with State statutes governing the operation of a College motor vehicle may result in disciplinary action, up to and including termination.

It is the law to have your seat belt fastened while a vehicle is in motion.

Smoking is prohibited inside any College-owned vehicle.

Any types of headset, other than cell phone accessories, are not to be worn while driving College vehicles.

The designated driver is responsible for keeping said vehicle clean and litter-free.

Operators of College vehicles are expected to take every reasonable action to care for the vehicles. Failure to do so could result in disciplinary action, up to and including termination of employment. Furthermore, the costs associated with repair or cleaning of damaged or excessively dirty vehicles, above the normal wear and tear, may be charged to the responsible departments and/or individuals.

Employees assigned and operating a College vehicle shall ensure:

1. That the vehicle is properly warmed up before operation.
2. The employee should exercise caution and avoid overloading, driving over curbs, running on flat tires, driving an overheated vehicle, etc.
3. The assigned vehicle is to be kept clean and litter-free.

Traffic Citations

The College assumes no liability or responsibility for fines or any traffic violations, other than mechanical failure, received by a driver while operating a College vehicle.

Citations shall not be paid with State or College funds.

Citations received for mechanical failure shall be personally taken to the Executive Director for Facilities and Security.

Travel

As per the College Policy and Procedure 201 Travel, an approved Travel Request is required for business travel outside a 35-mile radius from employee's duty post.

Vehicle Malfunctions

It is the duty of each operator to notify the Executive Director of Facilities and Security, in writing, when encountering any malfunction or irregularity with the vehicle.

In the event of a vehicle breakdown, the vehicle operator shall call the Executive Director of Facilities and Security or designee. If the travel is out-of-town, it may be necessary to call for a tow truck.

The vehicle shall be locked at all times when unattended. If it is necessary to signal for assistance on a roadway, the hood of the vehicle should be raised and the hazard flashers turned on.

Accident Reporting

A written report shall be made concerning all motor vehicle accidents, regardless of the amount of damage, within 24 hours of the time of the incident. It is important that the appropriate law enforcement jurisdiction be contacted to initiate a police report and case number.

Departments that fail to initiate an accident report will be responsible for costs associated with full repair of the damage.

Information exchange cards are located in the vehicle glove box. The driver shall also try to obtain names and telephone numbers of any witnesses.

Copies of all accident reports or information where a copy could be obtained will be provided to the Executive Director of Facilities and Security as soon as is practicable.

Insurance

The College provides vehicle liability coverage to College employees and agents while using a College-owned, leased or rented vehicle if the vehicle is used for authorized purposes within the scope of the travelers' recognized duties.

References

Policy and Procedure 201 Travel

Procedure History

05/22/2001	New
03/11/2010	Reformatted
06/14/2021	Combined with Procedural Guidelines
07/02/2025	Revised Sponsor from Facilities and Security to Business and Administrative Services

Legal Review

None