

# North Hennepin Community College

## Policy/Procedure Information

**Number:** 6.14.1

**Name:** Vehicle Use for Official College Business Procedure

**Author:** Policy Committee

**Custodian:** Policy Committee

**Effective Date:** August 24, 2015

**Next Review Date:** AY2019-2020

### Regulatory Authority:

- MnSCU Board Policy 5.19 – Travel Management
    - <http://www.mnscu.edu/board/policy/519.html>
  - MnSCU Board Procedure 5.19.3 – Travel Management Procedure
    - <http://www.mnscu.edu/board/procedure/519p3.html>
  - MnSCU Board Guideline 5.19.3.1 – Driver’s License Record Check
    - <http://www.mnscu.edu/board/procedure/519p3g1.html>
- 

## Part 1. Procedures

In accordance with State laws and regulations, the following procedures must be followed in order to use State vehicles assigned to the College.

1. State vehicles may be used only by College employees and currently-registered students, and only for official College business.
2. Use of State vehicles by eligible persons will be on a first-come, first-served basis.
3. Requests to use a State vehicle must be authorized by the appropriate administrative supervisor on the *State Vehicle Use Request* form.
4. Employees turn in the completed form authorizing use of the State vehicle to Facilities Services in order to receive the vehicle keys. Students turn in the completed form authorizing use of the State vehicle to Student Life.
5. Vehicles and keys must be returned in clean and good operating condition, and in accordance with check-in procedures established by the Facilities Services director. All trash and waste must be removed from vehicles before they are turned in, and the gas tank must be full.
6. All vehicle logs pertaining to the use of the vehicle must be accurately completed and maintained, e.g.: dates, times, mileage, locations, trip purposes.
7. Vehicle drivers are required to submit a *Driver’s License Record Check Authorization* form annually, must be designated, must have a valid Minnesota driver’s license and proof of insurance, and must observe all ordinances and laws pertaining to the operation of motor vehicles.

8. The designated driver's license must be presented to Facilities Services at the time of vehicle check-out in order to receive the vehicle keys.
9. Alcoholic beverages are not allowed in State vehicles. Consumption of alcoholic beverages before or during use of a State vehicle is prohibited.
10. The person checking out and using a State vehicle is responsible, and will be held accountable, for ensuring these vehicle use procedures are followed.
11. Failure to follow these procedures will result in denial of vehicle use and/or appropriate disciplinary action, including possible legal action.

<b>Review Action</b>	<b>Date(s)</b>
Campus Community Review Period	March 16-27, 2015
Shared Governance Council Review	May 1, 2015
Labor/Management Meetings Review	AFSCME – April 17, 2015 MAPE – April 17, 2015 MMA – April 17, 2015
Student Senate Review	April 17, 2015
President Approval	May 4, 2015
Campus Community Dissemination	May 11, 2015

### **History**

- Revised spring 2015 to include language about the driver's license record check