

NORTH HENNEPIN COMMUNITY COLLEGE

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 (attached).
4. The completed, signed form authorizing use of the State vehicle must be turned in at the Public Safety Office in order to receive the vehicle keys.
5. Vehicles and keys must be returned in clean and good operating condition, and in accordance with check-in procedures established by the Public Safety 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 the Public Safety Officer 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.

STATE VEHICLE USE REQUEST

Directions: Complete this form and present it at the Public Safety desk in order to receive the vehicle keys. Return this form to Public Safety when returning the vehicle.

Vehicle: Make/Model: GMC Savana 2500 License: EB1946

Person Checking-out Vehicle:

Name: _____ Date: _____

Signature: _____:

I acknowledge I am responsible and will be liable for ensuring College policy and procedures for using State vehicles are followed.

Requested use of vehicle:

Check-out date and time: _____

Return date and time: _____

Location going to: _____

Purpose of trip: _____

Designated Driver:

Name: _____ Driver's License #: _____

Signature: _____:

I acknowledge I am responsible and will be liable for ensuring College policy and procedures for using State vehicles are followed

Passengers: _____

Safety Officer Authorizing Requested Use of Vehicle:

Signature: _____ Date: _____

Tim Morrell or Member of the Executive Committee

Public Safety Vehicle Check-in:

Date and time checked in: _____ Current Mileage _____

Return Mileage _____ Vehicle clean _____

Gas tank full _____ Signature of checker _____