

North Hennepin Community College

Procedure Information

Number: 6.14.1

Name: Vehicle Use for Official College Business Procedure

Author: Policy Committee

Effective Date: February 27, 2020

Next Review Date: AY 2024–2025

Regulatory Authority:

- [Minnesota State Board Policy 5.19](#) – Travel Management
- [Minnesota State System Procedure 5.19.3](#) – Travel Management Procedure
- [Minnesota State System Guideline 5.19.3.1](#) – Driver’s License Record Check

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.

State vehicles may be used only by College employees and currently-registered students, and only for official College business.

Use of state vehicles by eligible persons will be on a first-come, first-served basis.

Requests to use a state vehicle must be authorized by the appropriate administrative supervisor on the SharePoint Web Form.

1. [Fleet Vehicle Requests](#) SharePoint > College Offices > Public Safety > Fleet Vehicle > Fleet Vehicle Requests
2. [Facilities Vehicle Requests](#) SharePoint > College Offices > Public Safety > Facilities Vehicle > Facilities Vehicle Requests

Employees turn in the completed form authorizing use of the State vehicle to Public Safety in order to receive the vehicle keys. Students should coordinate use of the State vehicle with Student Life.

Vehicles and keys must be returned in clean and good operating condition, and in accordance with check-in procedures established by Public Safety. All trash and waste must be removed from vehicles before they are turned in, and the gas tank must be full.

All vehicle logs pertaining to the use of the vehicle must be accurately completed and maintained, e.g.: dates, times, mileage, locations, trip purposes.

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.

The designated driver's license must be presented to Public Safety at the time of vehicle check-out in order to receive the vehicle keys.

Controlled substances are not allowed in State vehicles. Consumption of controlled substances before or during use of a State vehicle is prohibited.

The person checking out and using a State vehicle is responsible, and will be held accountable, for ensuring these vehicles use procedures are followed.

Failure to follow these procedures will result in denial of vehicle use and/or appropriate disciplinary action, including possible legal action.

Part 2. Campus Review.

Review Action

Date(s)

Diversity, Equity, and Inclusion Committee Review:	October 7, 2019—October 18, 2019
Campus Community Review Period:	October 21, 2019—November 4, 2019
AFSCME Review:	December 4, 2019
MAPE Review:	December 4, 2019
MMA Review:	December 4, 2019
Shared Governance Council Review:	December 22, 2019
Student Senate Review:	December 5, 2019
Interim President Jeffrey Williamson Approval:	February 27, 2020
Campus Community Dissemination:	September 22, 2020

History

- Revised spring 2015 to include language about the driver's license record check
- Reviewed Fall 2019