


PROCEDURE

Subject	Motor Pool	Number: 6.01.09
Source	Facilities Management	Reference (Rule #) 6HX14—6.01
President's Approval/Date:	 12/21/2017	

I. PURPOSE:

1. All College vehicles are assigned to Facilities Management and may be used by college employees for official college business.
2. Facilities staff will verify that college employees utilizing college vehicles have a valid current Florida Driver's license.
3. College vehicles should be reserved in advance-through School Dude.
4. Reserved vehicles are provided for student and business travel, on an as-needed basis. Facilities Management charges the using department accordingly.
5. SCF College vehicles are not permitted to be driven out of the State of Florida. For out of state transportation, utilize a rental car through Business Services.

II. PROCEDURE:

1. Drivers:

- a. **All drivers are required to report suspension of, revocation of, or violations resulting in points against their license, to Facilities Management in writing, within 30 days of the offense. Permission to drive college vehicles may be refused or revoked for reasons including, but not limited to, the following:**
 1. Revocation of license by the state.
 2. Suspension of license by the state within the most current 2-year period.
 3. DUI conviction within the most current 3-year period.
 4. Reckless driving conviction within the most recent 3-year period.
 5. Two or more at fault accidents or careless driving convictions within the most current 3-year period.

6. More than 10 accumulated points within the most recent 2-year period.
 7. Misuse or abuse of college vehicles or repeated violations of the BOT procedures listed herein.
 8. Failure to report violations as required herein.
- b. Any of the above violations in a college vehicle may result in a permanent revocation of college vehicle driving privileges.

2. Driver's Responsibilities:

- a. Drivers are given full responsibility for the following rules relating to safety. This responsibility is extended to authorize the driver to refuse a passenger to ride on current or future trips for failure to comply with these safety rules and/or procedures. Drivers shall:
1. Ensure that ALL occupants wear a safety belt.
 2. Observe the posted speed limits while driving college vehicles and ensure safe vehicle operation.
- b. In the event of an accident, the Driver will notify the Facilities Management or Risk Management (Business Services) by telephone and forward the police report and a written explanation giving complete details concerning the accident to Facilities Management. Facilities Management will notify Risk Management, who will contact the Florida Community College Risk Management Consortium.
- c. Drivers will not drive a vehicle to their home.
- d. Drivers will ensure no smoking, food or drinking in a college vehicle.

3. Passengers:

- a. Must be a student, employee, or official volunteer assigned through the Special Services Volunteer Program.
- b. To be a passenger in a college-owned or leased vehicle requires that the trip be for a public purpose, including but not limited to, student field trips, student forensic competition, student athletic participation and spectator events, educational or approved recreational trips for faculty and staff and such other trips.
- c. College-owned and leased vehicles are insured through the Florida Community Colleges Risk Management Consortium. When on official trips in these vehicles, college employees and official volunteers are covered for Workers Compensation. There is also coverage, other than Workers Compensation, for other authorized passengers.
- d. Because of the requirements of the Workers Compensation statute, a college employee, not officially responsible for or otherwise connected with an authorized trip may not take leave for the purpose of becoming a passenger.

4. Charges:

- a. Department budgets will be charged for the use of a reserved vehicle(s). The charge is the current per mileage cost as defined by college rule.
- b. Where a driver is provided, additional charges will be collected to cover driver's hours, meals, tolls, hotel, or other related expenses.

5. Location of Reservation Vehicles: All vehicles are located at the Bradenton Campus in the lot behind the gate located on the south side of Facilities Management – Building 23. All vehicles are to be returned to this area after use, during normal working hours, for the Vehicle Maintenance Mechanic to open the gate and return the vehicle to the fenced lot. After hours or on weekends it is the responsibility of the Driver of the vehicle to return the vehicle to the assigned area. A gate key is included on the vehicle key ring.

6. Reservation Procedure:

- a. Facilities Management will make all vehicle and golf cart reservations. All vehicle and golf cart requests should be submitted through School Dude. Vehicle Reservation Request forms are available on SCF Connect, Employee Tab, Facilities Channel. Submit the request under the 'Transportation' icon.
- b. Upon requesting the reservation of a vehicle or golf cart, Facilities Management will check the Vehicle Reservation Schedule. If a vehicle or golf cart is available, it will be reserved for the department making the request.

7. Request for Travel Reservations:

- a. The request for travel reservations form shall require, but not be limited to the following information:
 1. Name – driver's name and work phone number
 2. Date
 3. Event Attending
 4. Location – Travel is limited to Florida
 5. Departure Day – Date & Time
 6. Return Day – Date & Time
 7. Number of travelers
 8. Type of Vehicle
 9. Account Information – Organization Number / Fund / GL Code
 10. Drivers Signature xii. Area Administrator Signature & Date – Supervisor or higher
- b. In the case of a department needing to reserve a vehicle on a continuing basis they can submit one Request for Travel Reservation sheet listing all the travel dates and all the department personnel that are allowed to use the vehicles.

- c. Facilities Management issues a Vehicle Mileage Sheet in a packet containing insurance information, gasoline tickets, vehicle keys, credit cards, police accident report form and the vehicle title.
- d. The driver must initial that they have a valid Florida Driver's License, initial for every credit card number received, signed by the driver. When the trip is completed the packet with any gasoline credit card receipts are turned back into Facilities Management. If after hours or on a weekend the packet is to be placed in the lock box located in the hallway of Building 23.

8. Vehicle Mileage Report: The vehicle mileage report shall require, but not be limited to the following information:

- a. Trip origin date.
- b. Starting odometer reading.
- c. Fuel Tank Level
- d. Condition of Vehicle: Operating Condition & Cleanliness
- e. Group to be served.
- f. Number of persons
- g. Destination
- h. Certify driver has a valid Florida Driver's License. (Driver Initials)
- i. Credit Cards Received. (Driver Initials over number of each card)
- j. Date Returned.
- k. Ending Odometer Reading.
- l. Fuel Tank Reading.