

RULES AND REGULATIONS GOVERNING USE OF COLLEGE AND PERSONAL VEHICLES

Personal Vehicles

State vehicles should be used for all official travel unless specific exceptions are approved in advance by the appropriate administrator (vice president, president). Requests to use a personal vehicle for official travel (Request for Use of College Vehicle form) need to be submitted in advance (a minimum of three days) for review. Such a request must be approved prior to the travel in order for reimbursement to be processed.

The State does not assume coverage for physical damage to an employee's vehicle, only liability coverage is afforded during performance of work duties.

It is recommended that no one accompany driver; however, if you must take a spouse or others along, make sure you have adequate personal insurance coverage. **They will not be covered by Risk Management.** Only authorized requester/individual should operate the vehicle.

College Vehicles

Requirements:

1. Valid driver's license
2. Driver will use the vehicle **only** for State or other covered entity business and within the **"Scope"** of the driver's employment/authority.
3. Wear his/her safety belt
4. Observe all traffic laws
5. Unauthorized person will not be allowed to drive vehicle
6. Consumption of alcoholic beverages or narcotics prior to the operation of a vehicle is prohibited.
7. Driver will ensure that windows, headlights, and tail lights are clean and operational at all times.
8. Turn signals must be utilized by driver at all times when making a turn or changing lanes.
9. Do not "tail-gate"
10. Where vision is obstructed, do not make turn-about, i.e., (u-turn).
11. Vehicles are not to be parked in such a manner as to constitute a traffic hazard to the driving public.
12. Designated speed limits on streets and highways will be observed.

Maintenance Requirements:

Before operating a State or other covered entity vehicle, the driver is responsible for checking to see that all necessary safety equipment and control devices are in good condition before he/she operates it. These items should include:

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| 1. Lights | 6. Horn |
| 2. Directional Signals | 7. Tires |
| 3. Steering Wheel | 8. Safety Belts |
| 4. Brakes | 9. Windshield Wipers |
| 5. Rear-view and Side-view Mirrors | 10. Defroster |

For vehicles used to transport people, such as an activity bus or van, the following items, in addition to those listed above, should be included:

1. Reflectors
2. Fire extinguisher, Type B-C
3. First Aid Kit