

## **AUTOMOBILE REGULATIONS**

All employees are required to register their automobiles and obtain a parking hangtag. This is done in the Business Office at each campus.

At the time the vehicle is registered, the operator will receive an identification hangtag to be displayed from the vehicle's rear view mirror. Employees must contact the Business Office if the hangtag is lost or stolen. Parking tickets may be issued to automobiles unregistered, improperly parked, or those parked in unauthorized parking areas.

## **TRANSPORTATION POLICY**

Whenever available, employees are required to use College-owned vehicles for travel. State cars may be reserved by contacting the Fleet Supervisor and completing a Vehicle Trip Sheet (*Appendix CC*). If state cars are not available, employees may receive mileage reimbursement at the current state-mandated rate per mile with prior approval.

### **STATE BOARD POLICY 401.01.1.4**

No college-owned or college-operated vehicle shall be used for any purpose other than for the authorized official transportation of students, employees, visitors, and/or school property or for such other college-related purpose as shall be specifically authorized by the respective college president. No college president shall participate in, authorize, or condone the use of any college vehicle for any purpose, which is in violation of any applicable State statute or State Board of Education rule, regulation, or policy.

The President will categorize Vehicles into the following types: Fleet Vehicles and Assigned Vehicles.

### **Fleet Vehicles**

The Vice President of Finance's designee will be responsible for the administration of Fleet Vehicles. The Vice President of Finance's designee will assign Fleet Vehicles to Departments on each campus and will designate employees to directly supervise the day-to-day operations of Fleet Vehicles.

All departments, to which Fleet vehicles are assigned, shall adhere to the following:

- I. **MAINTENANCE:** Periodic maintenance shall be performed at regular intervals, under the direction of The Vice President of Finance's designee, as recommended by the vehicle manufacturer's literature or accepted fleet standards. Maintenance shall include but not be limited to:

- A. Oil, lubrication, filter service, regular brake and tire inspections, rotations and

replacement, cooling system service, transmission service, engine and tune-up service.

B. Other maintenance as required, to maintain a safe and reliable vehicle.

II. MAINTENANCE RECORDS: A record shall be kept for each vehicle containing, at a minimum, the following maintenance information:

A. Maintenance schedules for the required services listed in section I-A above.

B. Service provider, date, mileage, cost, and description of services performed.

III. MILEAGE AND TRIP LOGS: A separate monthly **Mileage and Trip Log** shall be kept in each vehicle at all times. It shall be the driver's responsibility to record the required information accurately and legibly on the log each time the vehicle is used for any purpose. Driver's purchasing gas must complete gas record on form and return receipt to Fleet Vehicle Supervisor. If vehicle is used for multiple trips during the same day for different purposes, each trip will be documented on separate line.

A. LOG REQUIREMENTS: The vehicle logs shall require, at a minimum, the following information:

1. Beginning odometer reading. (It shall be the driver's responsibility to verify that the beginning odometer reading agrees with the previous trip's ending odometer reading. If a discrepancy is noted, it is also the responsibility of the Driver to convey the information immediately to the appropriate supervisor for that vehicle.)
2. Ending odometer reading.
3. Specific purpose of the trip.
4. Specific destination.
5. Trip origin date.
  
6. Total miles traveled. (This figure must agree with the odometer difference.)
7. The driver's signature. (The driver's signature must be legible.)
8. Gas record. (gallons, price per gallon, and total purchase amount). If purchase made during trip.

B. LOG REVIEW:

1. Vehicle log intervals will span the first through the last day of each calendar month.
2. Vehicle logs shall be reviewed, reconciled where necessary, signed and dated by the Fleet Vehicle supervisor.
3. After review, and within the first five working days of each month, the logs shall be sent to The Vice President of Finance's designee, where they shall be filed for audit purposes.

4. The Vice President of Finance's designee shall maintain a separate vehicle log file for each College-owned vehicle.

#### IV. VEHICLE OCCUPANT QUALIFICATIONS:

##### A. DRIVERS:

1. It is the employee's responsibility to ensure coverage by the College's insurance plan before any vehicle is driven. Each employee must provide a copy of a current driver license and date of birth to the office of the Vice President of Finance in order to be considered for coverage under the insurance plan.
2. Drivers must be College employees at least 21 years of age with at least 2 years of driving experience and must possess a valid Driver License of the class required for the vehicle(s) to be operated and/or that is required by pertinent job description. New employees must have the appropriate license prior to official start date. Additionally, before being permitted to transport passengers in College passenger vans, additional safety training will be provided by The Vice President of Finance's designee prior to being permitted to transport passengers. The training may be waived at the discretion of the College President, or designee.
3. All drivers are required to report suspension of, revocation of, or violations resulting in points against their licenses, to The Vice President of Finance's designee, in writing, within 30 days of the offense. A driver's right to drive College vehicles may be refused or revoked for any of, but not limited to, the following reasons:
  - a. Revocation of license by the state.
  - b. Suspension of license by the state within the most current 2-year period.
  - c. DUI conviction within the most current 3-year period.
  - d. Reckless driving conviction within the most recent 3-year period.
  - e. Speeding conviction in excess of 19 MPH over the posted limit within the most current 2-year period.
  - f. Two or more at fault accidents or careless driving convictions within the most current 3-year period.
  - g. More than 10 accumulated points within the most recent 2-year period.
  - h. Misuse or abuse of College vehicles or repeated violations of the procedures listed herein.
  - i. Failure to report violations as required herein.

Note: Employees may reapply for driving consideration at any time after their driving record can again meet the criteria in this section. Re-qualification will require the same procedures as required for initial consideration.

4. Any of the above violations in a College vehicle may result in a permanent revocation of College driving privileges.

5. Employees transporting more than 15 passengers (including driver) must have a valid Class "C" Alabama commercial driver's license (Class "B" for Bus Operators).

6. Prospective drivers are required to sign an acknowledgment form confirming that they have been informed of these procedures.

**B. PASSENGER:**

1. Must be a bona fide student, employee, or guest passenger(s) authorized by the President or designee.

2. To be a passenger in a College-owned vehicle requires that the trip be for a public purpose, including but not limited to, student field trips, student competition, student athletic participation and spectator events, educational or approved recreational trips for faculty and staff and such other trips as the President or designee may from time to time authorize.

**V. PRIORITY OF RESERVATIONS**

Reservations are made on the basis of the availability of vehicles, subject to the following priorities:

**A. Priorities for car reservations:**

Priority #1 Transportation of College employees for instructional purposes.

Priority #2 Transportation of College employees with responsibilities on more than one campus.

Priority #3 Transportation of College employees for activities such as workshops, conferences, and off-campus meetings.

Priority #4 Transportation of College employees for Inter-Campus activities.

**B. Priorities for van reservations:**

Priority #1 Transportation of students for instructional purposes.

Priority #2 Transportation of students for non-instructional activities such as athletic practice or events, Federal Program events, and student activities.

Priority #3 Transportation of College employees for activities such as workshops and conferences.

**C. Priorities for bus reservations:**

Priority #1 Transportation of students for non-instructional activities.

Priority #2 Transportation of students for instructional activities.

Reservations for trips other than for priority #1 trips will be considered tentative up to

seven (7) days prior to the trip. Departments with reservations of this type will be notified by telephone or by electronic mail if an activity with a higher priority takes precedence over their request. All reservations received and confirmed within seven (7) days of the scheduled trip will be considered as firm reservations.

## VI. RESERVATION PROCEDURE

- A. Vehicle requests must be made in writing on a Vehicle Trip Sheet, and must be submitted to the day-to-day supervisor of the Fleet Vehicle being requested. However, vehicle availability may be checked by telephone, but must be confirmed in writing within 24 hours.
- B. Upon receipt of the Vehicle Trip Sheet requesting reservation of a vehicle, the vehicle schedule will be reviewed to determine if the request can be accommodated. Fleet Vehicle supervisor will notify requestor indicating vehicle availability. If vehicle is available, supervisor will log reservation.

## VII. REQUESTOR/DRIVER RESPONSIBILITIES

- A. Requestor will pick-up and return the vehicle(s) to its home site in accordance with timetable indicated on the request. Vehicles cannot be driven to a private residence and left overnight in preparation for or returning from a trip unless approved in advance by the Fleet Vehicle Supervisor, or necessitated by an emergency and the trip begins before 7:00 a.m. or ends after 9:00 p.m. If kept overnight after returning from a trip, vehicles must be returned to the College by no later than 8:00 a.m. on the following morning. As always, College vehicles may not be used for personal purposes and may not be used to transport individuals or materials other than those which are directly related to the approved trip.
- B. Pick-up and return of vehicle keys. Pick-up and return of Wright Express Universal Fleet Card (unless otherwise directed by Fleet Vehicle Supervisor). Keys shall be returned at the conclusion of the trip to the Fleet Vehicle supervisor. Fleet Vehicle Supervisor shall determine method of safeguarding the Wright Express Universal Fleet Card.
- C. Notifying the Fleet Vehicle Supervisor immediately by phone of trip cancellation. Failure to notify of cancellation may result in suspended use of Fleet Vehicles, at the discretion of the Fleet Vehicle Supervisor.
- D. Requestor/Driver must perform a pre-trip safety inspection, prior to loading passengers. Such inspection shall include the following items:
1. Horn, windshield wipers, lights, and flashers.
  2. Brake pedal and emergency brake for proper operation.
  3. Steering for excessive play.
  4. First aid kit and fire extinguisher for proper contents and access.
  5. Seat belts for security and adequacy for all passengers.

6. Spare tire, lug wrench, and jack.
7. Glass and mirrors for cleanness.
8. Light lenses for cleanness.
9. Tires for inflation, tread wear, cuts or breaks, lug nuts for tightness.
10. Fluid levels, engine oil, fuel, coolant, power steering, radiator, battery, windshield washer for proper service.

E. Remain current on safety rules posted in the vehicles.

F. Ensure that **Vans** are loaded from front to rear. For safety reasons, no rear seats may be occupied unless the seat immediately in front is occupied to capacity by passengers. The extreme rear seat may not be used for any purpose other than passengers. No luggage or other cargo may be carried on any seat or in the space between the last installed seat and the rear doors. Limited luggage or cargo may be carried on the floor between the other seats.

G. Ensure that ALL occupants wear a safety belt.

H. Observe the posted speed limits while driving Fleet Vehicles and ensure safe vehicle operation.

I. Station a person outside of the vehicle to assist when backing for prevention against accidents. (Vans and Buses)

J. Requestor/Driver is responsible for assuring that passengers do not abuse College vehicles, and must enforce the no smoking policy.

K. Inspect and police the interior of the vehicle upon return from a trip.

L. Report all malfunctions and abnormalities to Fleet Vehicle supervisor.

M. THE USE OR POSSESSION OF ALCOHOL OR ILLEGAL DRUGS IN COLLEGE VEHICLES IS STRICTLY FORBIDDEN. REQUESTOR/DRIVER MUST ASSURE ADHERENCE.

N. Ensure that College Sexual Harassment Rules are enforced.

**O. Notify immediately, in the event of an accident, The Vice President of Finance's designee by telephone and forward the police report and a written explanation giving complete details concerning the accident. The Vice President of Finance's designee will then inform the Vice President of Finance for insurance notification.**



A. WRIGHT EXPRESS UNIVERSAL FLEET CARDS must be used whenever possible for both In-state and Out-of-state travel. Driver should determine if gas station accepts Wright Express Card before pumping gas or authorizing repairs. Driver should attempt other stations in area if not accepted. The Card is accepted at over 150,000 (90%) stations nationwide. If accepted, the following procedures must be followed:

1. Driver inserts card into pump or Attendant swipes card in the station. All stations are not equipped for Card to be used at the pump, even if pay at the pump is available.
2. Driver inputs current odometer reading. Accurate odometer readings are critical for vehicle tracking and reporting. (Do not include tenths of miles.)
3. Driver inputs Driver ID number. ID number is assigned by the Vice President of Finance.
4. Driver is to sign his/her name in the customer signature space and retain the customer receipt copy and turn in receipts to the Fleet Vehicle supervisor at the conclusion of the trip.

Fleet Vehicle supervisor will maintain and batch all receipts on a monthly basis and forward to The Vice President of Finance's designee for audit purposes.

B. When WRIGHT EXPRESS UNIVERSAL FLEET CARDS cannot be used, drivers may use their own credit card(s) or cash, get receipts, and be reimbursed using the appropriate travel reimbursement form for approved In-State and Out-of-State travel.

C. All gas purchases will be documented on the Mileage and Trip Log, including gas purchased with personal funds.

### **Assigned Vehicles**

The President may specifically assign vehicles to employees of the College when the President deems the assignment is necessary for the employee to perform his/her job responsibilities and duties. In accordance with *Section 41-17-9* of the *Code of Alabama 1975*, the personal use of an employer-provided vehicle other than for commuting purposes is prohibited. Vehicles that have been assigned will not be considered for fleet vehicle usage, but vehicles may be used by employees with the authorization of assigned driver.

All employees, to which have been authorized Assigned Vehicles, shall adhere to the following:

I. MAINTENANCE: Periodic maintenance shall be performed at regular intervals, under the direction of The Vice President of Finance's designee, as recommended by the vehicle manufacturer's literature or accepted fleet standards. Maintenance shall include but not limited to:

- A. Oil, lubrication, filter service, regular brake and tire inspections, rotations and replacement, cooling system service, transmission service, engine and tune-up service.

B. Other maintenance as required, to maintain a safe and reliable vehicle.

II. MAINTENANCE RECORDS: A record shall be kept for each vehicle containing, at a minimum, the following maintenance information:

A. Maintenance schedules for the required services listed in section I.-A above.

B. Service provider, date, mileage, cost, and description of services performed.

III. VEHICLE OCCUPANT QUALIFICATIONS:

A. DRIVERS:

1. It is the employee's responsibility to ensure coverage by the College's insurance plan before any vehicle is driven. Each employee must provide a copy of a current driver license and date of birth to the office of the Vice President of Finance in order to be considered for coverage under the insurance plan.
2. Drivers must be College employees at least 21 years of age with at least 2 years of driving experience and must possess a valid Driver License of the class required for the vehicle(s) to be operated and/or that is required by pertinent job description. New employees must have the appropriate license prior to official start date.
3. All drivers are required to report suspension of, revocation of, or violations resulting in points against their licenses, to The Vice President of Finance's designee, in writing, within 30 days of the offense. A driver's right to drive College vehicles may be refused or revoked for any of, but not limited to, the following reasons:
  - a. Revocation of license by the state.
  - b. Suspension of license by the state within the most current 2-year period.
  - c. DUI conviction within the most current 3-year period.
  - d. Reckless driving conviction within the most recent 3-year period.
  - e. Speeding conviction in excess of 19 MPH over the posted limit within the most current 2-year period.
  - f. Two or more at fault accidents or careless driving convictions within the most current 3-year period.
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5. Prospective drivers are required to sign an acknowledgment form confirming that they have been informed of these procedures.

**B. PASSENGER:**

1. Must be a bona fide student, employee, or guest passenger(s) authorized by the President or designee.
2. To be a passenger in a College-owned vehicle requires that the trip be for a public purpose, including but not limited to, student field trips, student competition, student athletic participation and spectator events, educational or approved recreational trips for faculty and staff and such other trips as the President or designee may from time to time authorize.

**IV. DRIVER RESPONSIBILITIES**

- A. Perform a pre-trip safety inspection, prior to loading passengers. (See Fleet Vehicles – Section VII. D.)
- B. Remain current on safety rules posted in the vehicles.
- C. Ensure that ALL occupants wear a safety belt.
- D. Observe the posted speed limits while driving Assigned vehicles and ensure safe vehicle operation.
- E. Assure that passengers do not abuse College vehicles, and enforce the no smoking policy.
- F. Report all malfunctions and abnormalities to The Vice President of Finance’s designee.
- G. **THE USE OR POSSESSION OF ALCOHOL OR ILLEGAL DRUGS IN COLLEGE VEHICLES IS STRICTLY FORBIDDEN. DRIVER MUST ASSURE ADHERENCE.**
- H. Ensure that College Sexual Harassment Rules are enforced.
- I. **Notify immediately, in the event of an accident, The Vice President of Finance’s designee by telephone and forward the police report and a written explanation giving complete details concerning the accident. The Vice President of Finance’s designee will then inform the Vice President of Finance for insurance notification.**



## V. CREDIT CARD USAGE: GAS/REPAIRS

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2. Driver inputs current odometer reading. Accurate odometer readings are critical for vehicle tracking and reporting. (Do not include tenths of miles.)
3. Driver inputs Driver ID number. ID number is assigned by the Vice President of Finance.
4. Driver is to sign his/her name in the customer signature space and retain the customer receipt copy and turn in receipts to the Fleet Vehicle supervisor at the conclusion of the trip.

Fleet Vehicle supervisor will maintain and batch all receipts on a monthly basis and forward to The Vice President of Finance's designee for audit purposes.

B. When WRIGHT EXPRESS UNIVERSAL FLEET CARDS cannot be used, drivers may use their own credit card(s) or cash, get receipts, and be reimbursed using the appropriate travel reimbursement form for approved In-State and Out-of-State travel.

C. All gas purchases will be documented on the Mileage and Trip Log, including gas purchased with personal funds.

## VI. PERSONAL USE OF VEHICLE

A. In accordance with IRS regulations, the total value of the personal (commuting) use of College owned vehicles must be accumulated and reported for W-2 purposes. The College has elected the commuting valuation rule for employees who have been assigned a vehicle.

B. Employees are required to document all personal usage of Assigned Vehicle on the *Commuting Use of State Owned Vehicle* form. The form will be completed on a monthly basis and forwarded to the Payroll Department in the Central Business Office.

## VII. RESTRICTED FUNDS

**SECTION: General Information**  
**SUBJECT: Automobile Regulations/Transportation Policy**  
**SOURCE REFERENCE: SBE 401.01**

**NUMBER: F/1.1**  
**DATE: Fall 2002**  
**REVISION DATE: 2003, 2008**

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Assigned Vehicles that are purchased and/or operated with State or Federal Restricted Grant funds must follow all requirements associated with Mileage and Trip Logs as listed in *Fleet Vehicles - Section III* of this policy.