Vehicle Use Policy

Policy Number	300.57.03	**Custodian**	Human Resources
Approved Date	7/19/2022		
Effective Date	7/19/2022	**Review Date**	July 2022
References: Executive order 13513 "Federal leadership on reducing text messaging while driving", October 1, 2009, as required by federal grants.			

1. Purpose

To provide for the safe use of college vehicles or vehicles used for college business for drivers, occupants, and others on the roadways.

2. Persons Affected

2.1. Employees

2.2. Students

3. Policy

This policy is to ensure the following:

3.1. Use of a company vehicle will be strictly for WETCC employees and students.

3.2. Drivers must follow these rules.

Drivers must

3.2.1. Be authorized by Human Resources (HR) before operating a college vehicle. Immediately notify HR of changes to their driver's status. A change in status requires a new review and reconsideration for approval before the employee can operate a college vehicle.

3.2.2. Maintain a current driver's license.

3.2.3. Have insurance for any personal vehicle used for college business.

3.2.4. Follow all WETCC policies and procedures and laws governing the operation of a motor vehicle.

3.2.5. Require all occupants to use proper safety restraints.

3.2.6. Return the company vehicle in a clean, ready-to-use condition.

3.2.7. Report problems or concerns with the vehicle to the facilities manager upon return.

3.2.8. Report all ticket violations received during the operation of a college vehicle within 72 hours to their immediate supervisor and HR.

3.2.9. Report any accident, regardless of severity to the proper authorities, their immediate supervisor, and the human resource technician, from the scene, during the same day, or as soon as reasonably possible. In case of an accident, the driver must obtain the following information:

- Driver's name (vehicle owner's name, if different from the driver)
- Address
- Telephone number
- Name of the insurance company and policy number
- Year, make, model, VIN, and license plate number
- Names, addresses, and telephone numbers of witnesses, including the investigating law enforcement agency

Failing to stop after an accident or report an accident may result in disciplinary action up to and including termination of employment.

Any driver involved in an accident while driving a college vehicle is required to adhere to the Drug Test policy. The number of the White Earth drug testing division is (218) 935-2143 during working hours or 218-204-0681 outside Drug Testing Division's regular hours.

<u>Drivers must not</u>

3.2.10. Use cellular phones or personal listening devices or conduct other activities that may distract driving (i.e., texting, eating, reading) which may impede the driver's ability to focus on safely operating the vehicle.

3.2.11. Allow an unauthorized driver to operate a college vehicle.

3.2.12. Use a college vehicle for personal use.

3.2.13. Smoke, chew tobacco, or use an electronic delivery system in a college vehicle.

3.2.14. Overload or overcrowd a vehicle.

3.3. The college will reimburse employees who use a personal vehicle for approved WETCC business for mileage at the prevailing federal mileage rate. Mileage will be reimbursed for actual miles traveled to and from the worksite or home, whichever is less. No mileage will be paid to an employee who is not an authorized driver. Supervisors authorize mileage reimbursement requests.

4. Definitions

4.1. College vehicle. Any car, van, bus, tractor, or other motorized vehicle owned by WETCC.

4.2. Driver's status. An individual's motor vehicle report (MVR), driver's license status, and personal insurance status.

4.3. Authorized driver (driver). An employee who HR has approved to drive a college vehicle or to use their personal vehicle for college business.

4.4. Electronic device. Includes but is not limited to cell phones, iPhones, tablets, iPad, iPods, and personal listening devices.

4.5. Texting. Manually entering text into or reading text from an electronic device. Texting includes short message services, emailing, instant messaging, a command or request to access a webpage, use of any form of social media, pressing more than a single button to initiate or terminate a call, or engaging in any other form of electronic text retrieval or entry.

5. Procedures

Facilities Manager

5.1. Maintain college vehicles in a safe operating condition.

5.2. Maintain written documentation of repairs and maintenance completed on college vehicles.

5.3. Ensure each vehicle has a logbook, valid insurance card, copy of this policy, and accident information cards.

5.4. Schedule requests from active drivers to use a college vehicle.

Human Resource

5.5. Approve authorized drivers based on the college's insurance MVR guidelines and maintain a list of authorized drivers.

5.6. Ensure authorized drivers sign an acknowledgment form of this policy stating they understand this policy and the rules and regulations of driving a college vehicle.

Revision History

Rev. Date	Rev. No.	Revision
7/19/2022	300.57.01	New format Change custodian from Special Projects to Human Resources Change policy number from 420.08 to 300.57 Remove Special Projects Director, add Human Resource Technician Add mileage reimbursement 3.3
1/5/2023	300.57.02	Added after hours drug testing division phone number