# COLLEGE VEHICLES

## POLICY

Sherman College maintains a fleet of shared vehicles that are available for use by employees of the college conducting official college business. Smoking is prohibited in all college vehicles, use of cell phones or earphones while driving is not permitted, and pets are not allowed in college vehicles.

1. Drivers of college vehicles must have completed the portion of the employment application which addresses driver's license issues – do you have a valid driver's license and do you have any traffic violations or suspensions. When the employee signs the application, they acknowledge that false statements will lead to denial of employment or termination of employment. A copy of a valid and up-to-date DL must be on file for any drivers of college vehicles.
2. The driver of a college vehicle is responsible for the vehicle and its occupants. The driver should be familiar with the principles of safe and lawful operation of a motor vehicle and must obey all traffic laws. Failure to assume proper responsibility (safe and lawful operation) for the vehicle and its occupants will result in loss of driving privileges.
3. If an authorized driver is involved in a motor vehicle accident or receives a moving violation, he or she may be required to attend additional defensive driver training.
4. Expenses for use of personal vehicles for college business will not be reimbursed if a college vehicle is available for use. Exceptions may be made in some instances where it is more efficient to allow the employee to use their personal vehicle; however, the employee must have this pre-approved by the president or executive vice president.
5. Reservation of college vehicles should be made on the Outlook Mail System calendar.
6. Vehicle keys are maintained by the campus security and safety manager.
7. The use of rooftop carriers or similar externally mounted storage containers on college-owned vehicles is prohibited. When there is a state-issued traveler advisory in effect due to inclement weather, no travel will be allowed. Keys will not be issued for reserved vehicles and everyone traveling in college vehicles should seek shelter until driving conditions improve and all traveler advisories have been lifted.
8. Accidents that occur on campus property should be reported to security immediately. Accidents that occur off campus property must be reported to the local police at the time of the accident and to Sherman College as soon as is possible and safe to do so. Insurance information is kept in the glove compartment of each vehicle. An accident description detail form and accident diagram form are also kept in each vehicle's glove box. This form should be completed as soon as possible and is safe to do so. The college will review all accidents involving college vehicles. Determination of future eligibility for drivers involved in accidents will be made on a case-by-case basis.
9. Any parking or moving violation citations are the driver's responsibility. The college will not pay any fines.