



6.26.0.1 College Vehicle-Use Procedures

The college maintains a state fleet vehicle for travel by college employees and students on official college business. Personnel requiring a vehicle for out of state travel or more than 24 hours should obtain a rental vehicle using the state rental contract.

All college car drivers (employees and students) must be pre-screened for eligibility to operate a state vehicle. This process takes approximately five business days. [Click here](#) for the appropriate form to complete (eligibility is valid for one year and must be renewed annually).

Use of a state/college vehicle by students requires authorization from the Vice President of Student Services.

Cost of use of the fleet vehicle will be charged to the employee's college budget account.

Reserving the College Car:

Send an email to "collegecar". Include the date(s) you need the car and where you are taking it. You will receive an e-mail confirmation within two working days whether the car is reserved for you or not. If you need immediate confirmation, please contact the switchboard operator at ext. 3200.

If a college car is unavailable, you should submit a copy of the e-mail response you receive with your expense report so your mileage can be reimbursed at the higher rate.

Car Pickup:

You may pick up the keys at the East Campus switchboard office (room E2428). If the switchboard operator is not available, please contact campus security at ext. 4000. The keys may be available the night before when you have an early morning departure.

The car is parked in a reserved space in the fenced in lot adjacent to the east loading dock. The car is to be returned to this location every night except when approved for out of town travel.

Note starting mileage on trip report before departing.

Before leaving, check the car for damage, tire pressure and serviceability.

Car Return

The operator is responsible for returning the car in clean condition. All litter and personal items must be removed by the operator.

Fill the fuel tank if less than half full when returning the car. The car should be washed at refueling if needed.

Park the car in designated parking space.

Note return mileage on trip report and any problems/concerns with the car.

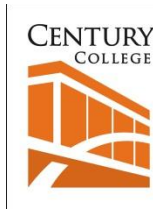
Return keys, credit card receipts and trip report to East switchboard operator. Contact campus security at ext. 4000 to turn in keys if the switchboard is not staffed.

It is important to promptly return the car at the end of your reserved time. Others may be scheduled to pick it up at your scheduled return time.

References:

MnSCU Vehicle Fleet Safety Program

Date Proposed:	6/11/98
Date Approved:	6/11/98
Date Implemented:	7/01/98
Date Revised:	7/01/09



Century College State Vehicle Use Agreement

Original Agreement **OR** Update to Existing Agreement

The information you are being asked to provide will be used by Century College personnel to determine your qualification to drive vehicles on state business. You are not required by law to provide this information but if you do not do so you will not be approved to drive vehicles on state business.

The information on this form will be accessible to your supervisor and other system personnel who need the information for their assigned work. Your Driver's License Number will be used to obtain a Motor Vehicle Record Report from the Department of Motor Vehicles for each state where you have held a driver's license in the past five years.

The completed form should be returned to the Director of Public Safety (E.2394).

Department/Division: _____

Drivers Name: Last: _____ **First:** _____ **Middle:** _____

Driver's Phone #: _____ - _____ - _____ **Date of Birth (MM/DD/YYYY):** _____

Driver's E-mail: _____

Driver's License Number: _____ **Issued by the State of** _____

Driver's License Number: _____ **Issued by the State of** _____

Drivers' Responsibilities:

Driver agrees to:

- Be familiar with the State's and Century College's Drivers' License and Record Check policy.
- Maintain an active, valid/appropriate driver's license.
- Notify supervisor no later than the beginning of your next shift after losing your driver's license through suspension, revocation, cancellation, disqualification or expiration.
- Abstain from driving a state vehicle and/or on state-owned or leased property if you do not have an active, valid/appropriate driver's license.
- Drive responsibly and adhere to all traffic laws.
- Maintain liability insurance on your own vehicle if you use it for work purposes.

I acknowledge that I have read and understand the Drivers Responsibilities noted above, and agree to abide by such policies and guidelines.

I AUTHORIZE CENTURY COLLEGE TO OBTAIN MY MOTOR VEHICLE RECORD (MVR) FROM ANY STATE WHERE I HAVE HELD A DRIVER'S LICENSE IN THE LAST 5 YEARS. I ALSO UNDERSTAND THAT MY MVR WILL BE OBTAINED AND REVIEWED ANNUALLY IN CONJUNCTION WITH THIS VEHICLE USE AGREEMENT.

I agree to update this Agreement in the event of a change to any of the data supplied above. I also agree to inform my supervisor in the event of license revocation, restriction, or suspension.

Applicant's Signature

Date