



Century College Policy

6.26.0.1 College Vehicle-Use Procedures

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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. This includes providing your name, date of birth and current driver's license number if available. You must also consent to a DMV records check. Contact the campus safety administrator 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 Affairs.

Reserving the College Car:

Send an email to "CENT-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 safety administrator at ext. 4001. If the safety administrator is not available, please contact the Department of Public Safety at ext. 4000.

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 must pick up the keys at the East Campus safety administrators office (room E1656). If the safety administrator is not available, please contact the Department of Public Safety at ext. 4000. The keys may be available the night before when you have an early morning departure.

The college car pick up location is located in the 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.

The operator is responsible for fueling the car if less than half full at the end of the reservation. The car should be washed at refueling if needed.

Park the car in designated parking space on east campus.

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

Return keys, credit card receipts and trip report to the safety administrator. Contact the Department of Public Safety at ext. 4000 to turn in keys if the safety administrator is unavailable.

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.

College car use is a privilege. Use of the vehicle not in line with this procedure may result in the revocation of this privilege.

References:

Fleet Vehicle Safety Program

Policy History

Date Originally Adopted: 6/11/1998

Date Implemented: 7/1/1998

Date Last Reviewed: 4/2/2020

Date and Subject of Revisions: 7/1/2009, 1/11/2018, 4/2/2020