

# PIEDMONT VIRGINIA COMMUNITY COLLEGE

## VII. FISCAL POLICIES AND PROCEDURES

### VII – 5.0 TRAVEL REGULATIONS

#### VII – 5.1 USE OF COLLEGE VEHICLES POLICY

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<b>Policy #:</b>	<b>VII – 5.1</b>
<b>Effective:</b>	<b>November 22, 2005</b>
<b>Revised:</b>	<b>August 21, 2008, November 1, 2010, November 18, 2014</b>
<b>Responsible Dept.:</b>	<b>Business Office</b>

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#### 1. GENERAL

This policy establishes parameters and procedures for the use of state and college-owned vehicles. It applies to all persons that operate, make use of, or travel in state and college vehicles. State and college vehicles may be used for official state business only. Drivers guilty of misuse are subject to disciplinary action and may lose their privilege to operate a state-owned vehicle. Vehicles are to be operated in a manner which avoids even the appearance of impropriety.

#### 2. POLICY

State and college-owned vehicles may not be driven by anyone other than an employee of the State or a volunteer worker approved by the business office. Individuals contractually employed by the state may not drive state vehicles unless permission is first obtained. It is expected that state or college vehicles will be used when available. Employees who use personal vehicles by choice when a state or college vehicle is available will be reimbursed at a reduced rate.

Family members of state employees are prohibited to ride in state-owned vehicles unless the family member's travel is directly related to official state business.

Cell phones, blackberries, smart-phones, GPS, or other electrical devices must be operated via a hands-free device or while the vehicle is in park. Any other use such as text messaging or emailing is prohibited while the vehicle is in drive and/or in motion.

Eating food is prohibited while driving a state-owned vehicle.

Hitchhikers and pets are NOT allowed to ride in any state vehicle.

Under no circumstances may a state employee operate a vehicle while under the influence of intoxicating beverages, drugs or other substances. Conviction of such offenses will result in the loss of the privilege of the state vehicle. No state vehicle may be used to transport alcoholic beverages unless it is operated by an employee of the Alcoholic Beverage Control Board or other law enforcement personnel in the performance of their official duties.

Smoking is not permitted in state and college vehicles

#### DRIVER RESPONSIBILITY

- Be knowledgeable of and compliant with, all of the procedures outlined in this policy
- Observe all motor vehicle laws of Virginia

- Must have a valid operator's license
- Drive courteously and obey all motor vehicle laws
- Notify Building and Grounds department if repairs are needed
- Promptly pay parking fines and other liability charges incurred while operating the motor vehicle
- Report any moving violation that occurs in a state vehicle to supervisor within 3 business days
- Seatbelts must be used in accordance with state law
- Operators who drive a vehicle during adverse weather conditions are cautioned to take extreme care to ensure the safety of driver and passengers.

### **VEHICLE USE**

- Operators shall use state or college-owned vehicles for official state business only. Operators guilty of misuse are subject to disciplinary action by their agency and may lose their privilege to operate a state vehicle.
- Operators should practice defensive driving by anticipating and observing the actions of other drivers and controlling the vehicle in a manner so as to avoid accidents.
- Personal use of a state or college-owned vehicle for social, recreational, religious, educational or any other purpose, is not permitted
- Transportation of passengers, including state employees, is not permitted, unless this transportation is necessary to perform official state business. Spouses of state employees are permitted to ride in fleet vehicles only when such travel is directly related to official state business. Even then state employees are encouraged to use personal vehicles.
- Students, part-time or hourly employees, and volunteers to college service, may operate or ride in a college vehicle if on official business for the college.
- Individuals not employed by the college may accompany college employees operating a college vehicle when they have an interest in the purpose of the trip and their presence is directly related to official college business.
- State or college-owned vehicles may not be used for commuting except: 1) Employees who only travel between home and office when in "travel status" or 2) Employees who only travel between home and office the evening preceding a trip or the morning following a trip.
- Operators are responsible for secure and safe storage and parking of vehicles.
- The college is not responsible or liable for loss or damage to any personal property transported or left in a vehicle.

### **3. PROCEDURES TO RESERVE A VEHICLE**

In order to reserve a state vehicle you must contact the Business Office Fiscal Technician at 434-961-5214. You may not use a state vehicle until it is approved by the Business Office. A form will be sent to the PVCC Security Department granting permission for you to use the vehicle for the dates and times listed on the form. This does not apply to vehicles assigned to Buildings and

Grounds.

If a vehicle is available, a PVCC **State Vehicle Request Form** should be prepared by the requesting individual. The completed form can be e-mailed or hand carried to the Business Office. This form will be provided to the operator when picking-up keys at the Department of Public Safety & Campus Police. The form should be used to log mileage, and may be used to report any observed problems with the vehicle.

If travel plans are canceled or the vehicle is no longer required, the Business Office should be contacted immediately.

Keys to the state vehicles are available for pick-up from the PVCC Department of Public Safety & Campus Police 24 hours a day. A valid driver's license must be presented in order to be issued keys. State vehicles can be picked up in PVCC Parking lot # 2 in the "reserved state vehicle" parking along the side of the 800 Technology building. Vehicles should be returned to the appropriate area.

The vehicle's keys will be issued, along with the appropriate mileage/ fuel form. Exact mileage and gas levels must be recorded on the state mileage form for departure and arrival back to PVCC.

Keys, completed trip reports and gas tickets (when gasoline is purchased) should be turned-in promptly after each trip. These items may be returned to the Department of Public Safety & Campus Police. **DO NOT LEAVE THESE ITEMS IN THE VEHICLE.**

All vehicles must be returned with adequate gas for the next operator. Vehicles must be clean and all garbage and personal items must be removed upon return of the vehicle. Should a vehicle be dirty or have insufficient gas levels upon return, please report the condition of the vehicle to the PVCC Department of Public Safety & Campus Police or to the Business Office.

Any immediate problems or concerns with the operation or condition of the vehicle should be reported to the Buildings & Grounds Department at 434-961-5448.

If a vehicle is not available, the individual should go to the 'Trip Calculator' on the college website and complete the form to compare the cost of obtaining a rental car versus the personal reimbursement of using a personal vehicle. If the personal reimbursement is the least expensive method, print the calculation. This calculation is needed in order to be reimbursed for the current full rate. If the 'Trip Calculator' determines it is least expensive to rent a vehicle, then click on the 'Go to Enterprise' link and you will be taken to the Enterprise Rent-A-Car website. An account has been established to have the charge of the rental car billed directly to the college. Contact the Business Office Fiscal Technician to sign out a gas card to be used to refuel the rental car prior to returning it to the rental location. The college uses the Enterprise Rent-A-Car facility on Pantops.

Should a person decide not to rent a vehicle justification must be attached to the reimbursement voucher. Otherwise, reimbursement will be at the lower mileage rate. It is determined that daily mileage of 100 miles or less justifies reimbursement at the full rate and rental car does not have to be used.

Any immediate problems or concerns with the operation or condition of a state owned vehicle should be reported to the Buildings & Grounds Department at 434-961-5448.

#### **4. ACCIDENTS**

If the vehicle is a state pool vehicle, the driver involved in an accident **MUST** contact the State Vehicle Management Control Center (VMCC), regardless of the amount of damage. The VMCC will then make arrangements to contact the State Police. VMCC will also make arrangements for towing and for transportation of the driver and any passengers to a safe location. If the vehicle is

owned by the college, the State Police must be contacted. The operator is required to complete an "Automobile Loss Notice" form on any crash regardless of the amount of property damage or personal injury and submit to the Business Office upon return to the college campus.

An accident packet is contained in an envelope in the glove compartment of each vehicle. Included inside the packet is a Witness Courtesy Card, an Information Exchange card, an Identification Card, a Passing Motorist Assistance, an Automobile Loss Notice Form, and a list of emergency phone numbers.

The driver should never leave the scene of the accident. Ask a passing motorist or some other person to contact the State Police or call 911 for assistance in a state vehicle accident if needed.

Operators are cautioned against accepting responsibility for an accident or discussing the crash with anyone other than their supervisor, college representative, law enforcement officer, or a representative of the insurance company. The name and address of the insurance carrier is in the accident packet in the glove compartment of each vehicle.

## **5. FUEL**

Each vehicle contains a Voyager Credit Card. The card can be used at any gas station that accepts Voyager.

Fuel for the vehicles can be obtained at a VDOT facility. A directory of VDOT motor vehicle service facilities is located in the glove compartment of each vehicle. The fuel, unleaded regular only, may be purchased from commercial stations when it is more practicable due to location or when VDOT facilities in the area are closed. Operators are expected to use self-service pumps at commercial stations, since such type service is normally more economical. Drivers must use regular grade (87) gas. The pump will request a Pin number, which is listed on the front of the card. Please see the attendant inside the station if you have any trouble. For further help you may contact the 800 number on the back of the card. Return gas receipts with the State Vehicle Request Form that you receive when returning the keys.

It is important that the driver ensure that all credit cards are secured and that the vehicle is always locked when not occupied. The Voyager card shall be used only for fuel and service rendered to the specific vehicle for which it has been issued. Credit cards are not transferable from one vehicle to another. Personal use of a fuel credit card is prohibited and can be subject to dismissal and reported to the State Police as fraudulent.

Fuel cards are available for rental vehicles by contacting the Business Office. Fuel cards with receipts are to be turned in immediately upon return from a trip. Only regular unleaded gasoline shall be purchased. Cards are not to be used for personal vehicles.

## **6. TOWING:**

When a vehicle is inoperable, the operator shall call the nearest VDOT district or residency shop, or the college to arrange for towing or on-site repairs. Commercial towing services may be obtained under extraordinary conditions where wrecker or towing service from a VDOT shop is impractical.

## **7. COMPLAINTS**

All complaints concerning state vehicles, regardless of the source, shall be immediately investigated by the Vice President of Finance and Administration. The results of the investigation shall be documented in writing.

## **8. PENALTIES**

The following sanctions shall be in effect:

- Violation of any specific policy governing the use of a state-owned pool motor vehicle may result in the immediate recall of the vehicle by the State's Director of Fleet Operations.
- Continued violation of policy by an agency may result in suspension of all driving privileges.
- The agency head will take appropriate disciplinary action in the case of a violation of these policies, or the unsafe operating practices of a motor vehicle. A full report of this action shall be forwarded to the attention of the Director of Fleet Operations.