



College-Owned Vehicle Usage and Risk Management

1. PURPOSE

This policy establishes the expectations to promote the safe, legal, and responsible use of vehicles owned and operated for the benefit of Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. SCOPE AND APPLICABILITY

This policy applies to all authorized employees when operating College-owned vehicles.

3. REFERENCES

- 3.1 INDX-1310-01: Master Policy Index
- 3.2 CLDR-1310: Policy Review Schedule
- 3.3 INDX-1310-02: Document Naming Key
- 3.4 PROC-5405-01: Vehicle Use and Reporting Vehicle Incidents or Accidents
- 3.5 AGMT-5405-01: Vehicle Use Agreement
- 3.6 FORM-5405-01: Driver’s Trip Inspection
- 3.7 FORM-5405-02: Periodic Vehicle Inspection
- 3.8 FORM-5405-03: Vehicle Mileage and Use Log
- 3.9 FORM-5405-04: Motor Vehicle Incident/Accident Report
- 3.10 NPRC-2120: Corrective Action

4. DEFINITIONS

- 4.1 Employee shall mean any individual who serves the College in a full-time or part-time capacity as an administrator, staff, or faculty.
- 4.2 An Authorized Driver is an employee who has accepted and signed a vehicle use agreement annually, maintains an acceptable driving record, per insurance-provider standards, and valid driver’s license.
- 4.3 Primary Driver is an authorized driver listed on the insurance-provider declaration page(s) and has had a motor vehicle report (MVR) completed by insurance-provider.

5. POLICY

- 5.1 College-owned vehicles are for use by approved, authorized drivers in all travel or tasks necessary to accomplish official College business that is within the rated design capability of the vehicle.
- 5.2 Unauthorized uses include, but are not limited to:
 - 5.2.1 Sightseeing or trips for pleasure unless the trip is part of the official agenda for a business conference.
 - 5.2.2 Transporting family members, dependents, students, or others to personal activities.
 - 5.2.3 Conducting other personal business outside an employee's scope of employment.
 - 5.2.4 Taking vehicle to personal residences unless approved at the time of trip request.
 - 5.2.5 Transporting animals in unofficial capacity unless they are required by a driver or passenger's disability.
- 5.3 Non-employees are prohibited from traveling in College-owned vehicles unless authorized by the Director of Information Technology, Safety, and Facilities, Vice President of Finance and Operations, or the President.
 - 5.3.1 Such authorization is limited to per trip basis.
- 5.4 Prior to operating a College-owned vehicle, authorized drivers must accept and sign AGMT-5405-01: Vehicle Use Agreement.
 - 5.4.1 An employee who does not meet the requirements of an authorized driver shall decline AGMT-5405-01: Vehicle Use Agreement.
 - 5.4.2 AGMT-5405-01: Vehicle Use Agreement will be sent annually through the Human Resources Information System (HRIS) and maintained within the employee's personnel file.
- 5.5 When an employee has their license revoked or suspended, the employee is no longer eligible to be an authorized driver.
 - 5.5.1 An ineligible employee must contact the Human Resources Department, the Director of Information Technology, Safety, and Facilities, and their supervisor within seventy-two (72) hours.
 - 5.5.2 Failure to provide timely notification may result in corrective action as outlined in NPRC-2120: Corrective Action.
- 5.6 Traffic citations should be immediately reported to the Office of Business Operations.
 - 5.6.1 Traffic citations for vehicle deficiencies are the responsibility of the College and will be paid accordingly.

- 5.6.1.1 Such citations must be turned into the Administrative Assistant to the Vice President of Finance and Operations.
- 5.6.2 Traffic citations that result from other unlawful conduct while driving a College vehicle will be paid for by the driver and are considered a personal expense and are not reimbursable from the College.
- 5.7 NPRC carries full coverage auto insurance on all vehicles and maintains a state-issued registration.
- 5.8 Proof of valid insurance and registration must be in every College-owned vehicle during use.
- 5.9 If a motor vehicle accident occurs in a College-owned vehicle, it must immediately be reported to the direct supervisor and request an accident report from law enforcement, as practicable, in alignment with FORM-5405-04: Motor Vehicle Incident/Accident Reporting.
 - 5.9.1 If law enforcement does not deem an accident report is needed, it should be noted on FORM-5405-04: Motor Vehicle Incident/Accident Reporting.
 - 5.9.2 The direct supervisor must communicate the accident to the Human Resources Department, Vice President of Finance and Operations, and the Director of Information Technology, Safety and Facilities.
- 5.10 If an incident or accident occurs other than a motor vehicle accident, the incident or accident should be reported to the direct supervisor.
 - 5.10.1 The direct supervisor must communicate the incident or accident to the Human Resources Department, Vice President of Finance and Operations, and the Director of Information Technology, Safety, and Facilities.
- 5.11 In all incidents or accidents, if medical treatment is necessary, employees are encouraged to call 911.
- 5.12 Employees are not authorized to speak with the insurance provider unless prior authorization is granted by the Vice President of Finance and Operations or the Director of Information Technology, Safety, and Facilities.
- 5.13 College-owned vehicle mileage tracking must be recorded daily by the driver via FORM-5405-03: Vehicle Mileage and Use Log.
- 5.14 At minimum, the College must follow the manufacturer's recommended maintenance schedule for vehicles, as well as annual inspections per state law.
- 5.15 All driver inspections performed by an authorized driver must be documented and kept on file via FORM-5405-01: Driver's Trip Inspection.
 - 5.15.1 FORM-5405-01: Driver's Trip Inspection must be completed for each trip and returned to the Administrative Assistant to the Vice President of Finance and Operations to be maintained electronically for the life of the vehicle with FORM-5405-02: Periodic Vehicle Inspection.

- 5.16 Periodic inspections are required during the first week of the month or as practicable and must be documented and kept on file for the life of the College-owned vehicle via FORM-5405-02: Periodic Vehicle Inspection.
- 5.17 A College-issued credit card will be provided for each vehicle to be utilized only for the purchase of fuel, maintenance, repairs, inspections, registrations, and approved supplies.
- 5.18 Vehicles are expected to be returned with a full tank of fuel.
- 5.19 Vehicles should be kept clean internally and externally.
- 5.20 All vehicle occupants must be seated in manufacturer installed seats with operational seatbelts when moving.
- 5.21 All employees while operating the vehicle or sitting as a passenger must obey all NPRC policies, as well as local, state, and federal laws.
- 5.22 Using College-owned vehicles is a privilege and any violation to this policy or applicable law is subject to corrective action as outlined in NPRC-2120: Corrective Action.

6. RESPONSIBILITIES AND TIMELINES

6.1 The Division of Finance and Operations is responsible for:

- 6.1.1 Maintaining appropriate and up to date insurance coverage and vehicle registration.
- 6.1.2 Collecting and ensuring regular collection of annual renewals of employee Vehicle Use Agreements.
- 6.1.3 Maintaining logs of reported citations or traffic violations.
- 6.1.4 Maintaining periodic vehicle summary reports and maintenance schedules.
- 6.1.5 Reconciliations of College-issued credit cards designated for vehicles.

6.2 The Vice President of Finance and Operations is responsible for the oversight of this policy.

7. REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1310: Policy Review Schedule.

8. SIGNATURES

Signature on file

Chairperson, Board of Trustees

Date

Signature on file

President

Date

Revision Notes: Policy in Origination