

TRANSPORTATION MANAGEMENT

CJ  
(REGULATION)

USE OF COLLEGE-  
OWNED VEHICLES

The College shall maintain a small fleet of vehicles to accommodate, to the extent possible, the transportation needs of the students and staff on College business. Procedures for use of College-owned vehicles are as follows:

1. Reservations for use of vehicles shall be forwarded in writing to the Director of Physical Plant by a College official with sufficient lead time for adequate preparation of the vehicle.
2. Vehicles shall be released for trips only with a Vehicle Request Form approved by the Director of Physical Plant. Vehicles shall be available on a "first request, first-served" basis.
3. If vehicle servicing will be needed on the trip, the individual requestor shall check out a College credit card. Upon return, the credit card, along with a completed trip ticket and credit card receipts, shall be returned to the Director of Physical Plant.
4. Any traffic citations received by an individual while operating a College-owned vehicle shall be the individual's responsibility.
5. A vehicle user must plan to finance extraordinary expenses incurred if an approval trip extends beyond the College's normal working hours, i.e., overtime for drivers, and the like.
6. The following priorities shall be followed in reserving the two mini-buses:
  - a. Senior adults are to submit a schedule for activities requiring the use of the mini-buses by September 1 of each year and covering the period that extends through August 31 of the next year.
  - b. Reservations of the mini-buses for activities not in conflict with "a" above shall be on a firstrequest, first-served basis.
7. Maintenance vehicles may be reserved by faculty and staff for shorthaul trips to carry large or bulky items when necessary.
8. Vehicles shall be released for trips only after the Director of Physical Plant is assured that the driver has a valid Texas Class B or C license appropriate for the vehicle requested.