

DAVIDSON-DAVIE COMMUNITY COLLEGE

Business Services

OPERATING COLLEGE VEHICLES

PROCEDURE 6.3.4.2

Proper Use of College Vehicles – The following shall govern the use of College vehicles:

1. Out-of-state travel involving any College vehicles must have special approval by the appropriate supervisors.
2. Vehicles should be reserved a week in advance.
3. The switchboard should be notified to cancel a reservation for a vehicle.
4. Vehicles should be cleaned out after use.
5. College personnel are urged to use state vehicles rather than private vehicles.
6. Individuals using College vehicles for professional travel for trips that are a greater distance from the College will have priority of use of such vehicles over those using vehicles for short distance trips.
7. When mechanical defects occur and is within switchboard hours (8:00-5:00 Monday through Friday), please notify the switchboard and contact the college's roadside assistance. The telephone number for roadside assistance is located on each vehicle keychain. If it is outside of switchboard hours, please notify the switchboard the following day.
8. If a college employee is involved in an accident in a college vehicle, obtain a police report for insurance purposes and take photos of the damage. Contact the switchboard to notify the college of the accident.
9. All violations received while driving a College vehicle are the responsibility of the driver.
10. Hitchhikers are not permitted to ride in College vehicles. Spouses of employees may accompany them if ample space is available and if all travel is strictly for official College business. Other persons may accompany College employees in College vehicles when they have a business interest in the travel.
11. Students of the College may be passengers in College vehicles for athletics and other activities officially sanctioned by the institution. In the event College vehicles are used for student activities, the proper account will be reimbursed at the standard mileage rate by the student activity fund involved. Students are not permitted to drive college vehicles.

12. At the employee's destination, College vehicles may be used prudently for travel to obtain meals but not for private purposes or for entertainment while off-duty. No common carrier or public transportation fares are reimbursable on a trip on which an employee used a College vehicle unless it is shown that such transportation was more economical in a particular situation.
13. Vehicles should be returned to the College with no less than ¼ of a tank of gas.

Fulbright Scholars (FLTAs) have the privilege of using College vehicles. The following shall govern the Fulbrights' use of College vehicles:

1. Vehicles should be reserved by contacting the Director, International Education.
2. Vehicles specifically assigned to FLTAs should be inspected and maintained monthly by Maintenance personnel.
3. Overnight travel with a College vehicle requires prior approval from the Director, International Education as well as the Vice President, Academic Affairs.
4. Infractions, moving or non-moving, must be disclosed at the time of incident to the Director, International Education. (Faculty/Staff Handbook June 2018)
5. Proof of payment for infractions must be provided to the Director, International Education.
6. FLTAs will utilize the debit card provided from the Director, International Education for gas purchases.
7. Inability to follow College vehicle use policy for FLTAs may result in losing vehicle privileges.

Reimbursement of Travel to Secondary Duty Stations - State policy stipulates that individuals shall not be reimbursed for travel from their residence to their primary duty station; therefore, employees of the College shall only be reimbursed for travel from residence to a secondary duty station when the mileage is in excess of residence to primary duty station mileage. In no case shall an individual be reimbursed for mileage in excess of the round-trip distance from the main campus to the secondary duty station. When available, College vehicles should be used by individuals traveling from the main campus to the secondary duty stations.

Primary duty station: Usually considered the main campus. Supervisors of adult education centers located off-campus or instructors assigned to teach at off-campus locations **only** will consider those centers or location as their primary duty station.

Secondary duty station: Facilities located off-campus that are used as instructional teaching and/or training centers by persons with other daily on-campus duties.

To request reimbursement for approved travel expenses, a Travel Authorization/Reimbursement form and/or a Daily Log for Local Travel must be completed. Justification and/or explanation for exceeding expenses of the daily reimbursement rates must be included

Adopted: April, 2020