
TOPIC: Vehicles and Transportation - Procedures

Policy Number:
F8

Use of College Vehicles

All College travel must be pre-approved by the appropriate supervisor, using the Travel Requisition Form. College employees and trustees are allowed to drive College owned vehicles. Others who have an official relationship with the College are not excluded. There may be special circumstances when non-college passengers may be transported in College vehicles. All persons traveling in a College vehicle must be listed on the Travel Requisition Form and approved by the appropriate supervisor.

Driver Qualifications

All drivers of College vehicles must be approved through the coordinator of transportation using the Acknowledgement of Receipt of Vehicle and Transportation Policy Form.

Drivers of College vehicles must be authorized by the coordination of transportation. Drivers' qualifications include:

1. Valid driver's license.
2. Employee or trustee of the College
3. Must be at least 21 years of age.
4. Drivers at least 18 years of age may be allowed for driving in the Concordia city limits if approve by the Vice President for Administrative Services.
5. Review of motor vehicle record.

Student Transportation

Students who are representing the College in any fashion will ride in college-approved transportation. Students traveling in College-owned or non-college owned vehicles on college business without a college sponsor is discouraged and allowed only under circumstances approved by the Vice President for Administrative Services.

Student Drivers

If it is necessary to have a student drive a College vehicle, excluding large passenger vans of more than 8 passengers, the following qualifications must be met:

1. A valid driver's license

Adopted: 6/26/12	Revised 10/30/18	Revised 3/21/23	Revised/Reviewed	Revised/Reviewed	Revised/Reviewed
---------------------	---------------------	--------------------	------------------	------------------	------------------

TOPIC:	Policy Number:
Vehicles and Transportation - Procedures	F8

2. Student drivers at least 18 years of age may be allowed for driving in the Concordia city limits if approved by the Vice President for Administrative Services.
3. Authorized by the Vice President for Administrative Services.
4. Submit a completed Acknowledgement of Receipt of Vehicle and Transportation Policy Form to the Coordinator of Transportation.

Exceptions to this policy may be made in extenuating circumstances by the Vice President for Administrative Services or their designee.

Traffic Laws

The driver is required to obey all state and federal traffic laws. Cell phone use is prohibited. The driver is personally liable for any fines, traffic, or parking violations received. The Administration shall investigate and take action based on driving convictions in a College owned vehicle. Actions may include, but are not limited to, revocation of college vehicle privileges and/or a written reprimand.

Vehicle Accidents

If an employee or trustee is involved in an accident while driving a College owned vehicle, a report must be made with the appropriate law enforcement agency. Report the accident to the coordinator of transportation as soon as practical, not to exceed 24 hours of the accident

In the event of an accident:

1. A report must be made with the appropriate law enforcement agency.
2. Do not admit negligence of liability.
3. Do not attempt settlement, regardless of how minor.
4. Collect the name, address, and phone number of involved person and witnesses, if possible.
5. Exchange vehicle identification, insurance company name and policy number with the other driver.
6. Take a photograph of the scene of the accident, if possible.
7. Turn in all information to the coordinator of transportation within 24 hours or the next business day.

*Never leave the scene of an accident without permission from law enforcement.

Adopted:	Revised	Revised	Revised/Reviewed	Revised/Reviewed	Revised/Reviewed
6/26/12	10/30/18	3/21/23			

TOPIC: Vehicles and Transportation - Procedures

Policy Number:
F8

Off-Campus Travel and Transportation (Field Trips)

The group sponsor must secure advance approval from the appropriate Vice President for all off campus trips for instructional purposes or student activities.

Mileage Compensation

If a College vehicle is not available, compensation for use of personal car for business purposes will be the IRS-approved per mile rate. For employees or trustees who choose not to drive a college vehicle even when one is available, the reimbursement rate will be 60% of the IRS-approved per mile rate. Proof of insurance must be submitted to the Coordinator of Transportation when using a personal vehicle for college travel.

Non-College Use of College Vehicles

Non-college use of College vehicles shall be at the discretion of the President or his/her designee. If approved, the group using the vehicles will be required to pay for the cost of the use (fuel, per mile charge and driver) of the vehicle.

Off-Campus Travel and Transportation (Extended Airport Travel)

When traveling to/from airports with travel requiring more than a 2-night stay, the employee's personal vehicle is to be used. Mileage compensation will be the IRS-approved per mile rate.

Exceptions may be considered by the Vice President for Administrative Services for the following situations:

1. Hardship of family members at home if family has only one dependable vehicle.
2. Date of submission of the travel request.
3. Number of travelers, which might necessitate multiple vehicles.