

Educational Program Series—4000

## USE OF COLLEGE VEHICLES

- Employee:**
1. Obtains trip form from department associate dean or director or the **Facilities department** after completing driver orientation course.
    - 1.a. If employee has not completed driver orientation course, arranges for completion through the **department of college safety and risk management** prior to the date of vehicle use.
  2. Completes form and submits to **associate dean, director or their authorized designee.**
- Director or Designee:**
1. Reviews request.
  2. Authorizes trip by signing form.
    - 2.a. If not approved, communicates decision and rationale to requesting individual.
- Employee:**
1. Calls **facilities department** to arrange for appropriate vehicle(s) at least five days prior to trip.
- Facilities Department:**
1. Schedules vehicle(s).
- Employee:**
1. Coordinates trip with participants.
    - 1.a. If trip is canceled, notifies participants and facilities department immediately.
  2. After completion of trip, returns keys and trip forms to **facilities department.**
- Restrictions:**
- Drivers limited to: College employees or authorized agents possessing a valid Oregon driver's license and having completed the college van driver orientation course. Driver must be 21 years of age and their driving history shall be evaluated by the public safety office prior to being authorized to operate a van..

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**USE OF COLLEGE VEHICLES** (continued)

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| Restrictions<br>(continued): | Passengers limited to: | College employees and students.<br>(Passengers other than employees and students must obtain prior approval from the appropriate <b>associate dean</b> or <b>department director</b> .) |
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October 14, 1991  
*Adopted College Council*  
May 10, 2006  
*Revised*