

Policy and Procedure

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Division/Department: General Administration

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Subject: College Fleet Vehicle Policy

Authorities: MnSCU Policy

Purpose: Proper management of the college fleet vehicle will bring about the emergence of an orderly and effective process for employees to use college vehicles to conduct state-related business functions.

Policy: College employees will follow a clear and concise sequence of actions established in this College Fleet Vehicle Checkout Policy. This policy will ensure the establishment of orderly conduct and consideration for others, proper physical maintenance and repairs, and accountability in responsible fiscal control when properly applied within the contents in its entirety. A checkout calendar to reserve a fleet vehicle is available through Virtual Event Management System the Administration Office. As a "self-service" center entity, its existence is dependent upon the good faith efforts of its participants and the guidelines set forth.

Procedure:

1. All drivers have a personal obligation to comply with the law by not driving with an inactive, cancelled, suspended or revoked license, by refraining from driving under the influence of alcohol or drugs, by abiding by license restrictions, and by driving safely and courteously. Of utmost importance is the practice of safe and responsible driving at all times. In order to drive State Vehicles, employees must complete the Driver's License portion within the Employee Self Service Page. State Employees must have an active, valid, appropriate driver's license if they drive a state-owned or leased vehicle or drive their personal vehicles on state business; otherwise they will not be considered to be acting within the scope of their employment.
2. Each vehicle is scheduled on Virtual Event Management System. When reserving a particular vehicle, employees should find the available date and indicate name, destination, and length of time the vehicle will be off campus.

3. Employees must take the vehicle which they have reserved unless another is available, at which time employee must make changes on the schedule.
 4. When canceling vehicle usage – employee must cancel the reservation in Virtual Event Management System, as this will free up the vehicle for others to use and prevent a department from incurring fuel charges incurred by others.
 5. To pick up a vehicle: Vehicles are located in the garage at the Maintenance Building. When picking up a vehicle, employee will come to the Presidents Office to pick up the key to the service door of the maintenance garage. The vehicle keys and the garage door opener are located in the vehicles. The service door key remains in the vehicle until return. After taking the vehicle out of the garage, employee may park their own vehicle inside.
 6. To return a vehicle: Employee should remove their personal vehicle and return the college vehicle to the garage. The vehicle keys and the garage door opener are to remain in the vehicle. After closing and locking the garage door, employee must return the service door key to the Presidents Office.
 7. In the event that two or more employees need a vehicle for the same day, the following priorities apply:
 - a. groups with the greatest number of passengers
 - b. employees traveling the longest distance
- Should an employee need to use a vehicle that is already reserved, please contact the Presidents Office for assistance.
8. Faculty must receive approval for off campus activities from the Chief Academic Affairs Officer (CAO). If any student will be driving the College's vehicle, the student will need to have completed the necessary forms and received clearance prior to driving the College's vehicle (this process takes approximately 24 hours after the form has been received by the Human Resources Office). If any student will be driving other students, the faculty needs to take a copy of the student's driver's license, submit to the CAO along with a list of students that will be riding in the car. Upon return, the copies will be destroyed. In addition, the faculty taking students on the field trip must submit an email to the FacultyAbsenceFromCampus email group, providing a list of students that will be going on the trip, date of trip, time of departure and return, and contact information for the faculty in case of emergency.

9. If employee encounters vehicle problems en route, follow instructions below:
 - a. Minor problems or difficulties: Employee should report vehicle difficulties to the Maintenance Department via email or by completing a “Request for Repair” form located in the glove compartment of the vehicle.
 - b. Major problems or difficulties: Employee must immediately contact the college at 320-629-5100. The receptionist will contact the Maintenance Department who will make arrangements for having the vehicle towed, picked up or repaired, and arrange for employee’s transportation back to the college.
10. Vehicle must be re-fueled after each use, and returned with a full tank. Attached to the keys of all college vehicles is a gas credit card. Use this card at participating merchants only, if unsure, ask before fueling. In order to pay for the gas employee must have the odometer reading and their ID code (ID code is employee’s phone extension with 3 “0” in front). Upon return the employee must forward signed receipts with cost center to the business office.
11. Employee must remove all personal items and clean garbage from the vehicle upon return.
12. When maintenance work is required, the word Maintenance will be indicated on vehicle calendar.
13. The vehicles are smoke-free; no smoking is allowed in any fleet vehicle.

Responsibilities: It is the responsibility of all college employees who use college fleet vehicles to conduct state-related business functions to follow the established policy set forth in the above guidelines.

Dissemination: Copies should be provided to all employees.

Reviewed by Leadership Team: 02/01/99, 11/17/03

Reviewed by Faculty Senate: 02/17/99, 12/01/03

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Approved: _____
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