

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL  
COLLEGE BOARD OF GOVERNORS  
SCP-5830**

**SUBJECT:** Use of College Vehicles

**REFERENCE:** 148 C.S.R. 03, *State-Owned Vehicles*, 148 C.S.R. 23 *Exemptions from Management Services Provided by the Fleet Management Division*, and Governors Policy for Employee Use of Employer-Provided Motor Vehicles (eff. September 1, 2019)

**ORIGINATION:** January 28, 1991

**EFFECTIVE:** May 19, 2016

**REVIEWED:** February 9, 2024

**SECTION 1. PURPOSE**

- 1.1 The purpose of this policy is to establish the guidelines the College will use to ensure compliance with the State's legislative rules and policies governing the assignment of college-owned, leased, or rented vehicles and the reimbursement of travel and expenses.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy applies to all authorized drivers of Southern West Virginia Community and Technical College.

**SECTION 3. DEFINITIONS**

- 3.1 Authorized Driver – An employee or anyone approved by the Chief Finance Officer or his or her designee who has a proper driver's license and has passed or successfully completed the required safe driver's test. Newly hired employees are required to pass mandatory driver's safety training when available but can drive with a valid driver's license until the driver's safety training is made available to them.
- 3.2 Employees – Everyone who is on Southern's payroll except for those whose primary role is a student at the institution.
- 3.3 The College hereby adopts by reference the definitions set forth in the above-referenced Legislative rules.

**SECTION 4. POLICY**

- 4.1 Any authorized driver using a college vehicle must possess a valid driver's license at the time the vehicle is assigned.
- 4.2 Authorized drivers are prohibited from using college vehicles for personal use and transporting unauthorized passengers. Employees may take vehicles home with prior permission from the Chief Finance Officer or the designee on each campus if the employee's home is located a distance from the vehicle's pool location such that taking the vehicle home would result in a savings in time and distance traveled; travel to the place of performance of College business begins too early in the morning to allow the employee to secure a College vehicle before departing that day; or the employee returns from the place of performance of College business too late in the day to return the College vehicle that day.
- 4.3 Authorized drivers must obtain permission from the Chief Finance Officer or Campus Fleet Coordinator to transport passengers who are not College employees or students.

- 4.4 The operation of College vehicles is under the jurisdiction of the Campus Fleet Coordinator.
- 4.5 The College may deny authorized drivers' requests for travel reimbursements if they use their personal vehicles for travel when a College vehicle is available.
- 4.6 Authorized drivers shall complete the vehicle log sheet prior to and at the conclusion of the use of the vehicle.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 None.

**SECTION 6. GENERAL PROVISIONS**

- 6.1 It is unlawful for any authorized driver to drive a College-owned vehicle while under the influence of alcohol or illegal drugs. Driving while taking prescription drugs or any other substance that results in impairment of an individual's judgment and ability to safely operate a vehicle is also prohibited. Authorized drivers must also follow all other State laws regarding operation of motor vehicles.
- 6.2 Use of any tobacco, smokeless or otherwise, is strictly prohibited. This applies to both drivers and passengers in College vehicles.
- 6.3 It shall be the responsibility of the Campus Fleet Coordinator to ensure that all College-owned or leased vehicles are maintained and serviced routinely with the goal of providing safe and functional vehicles for authorized drivers. All vehicles are required to have an annual inspection.

**SECTION 7. RESPONSIBILITIES**

- 7.1 Responsibilities
  - 7.1.1 Each authorized driver is responsible for all fines and penalties incurred while operating a College vehicle. Fines and penalties are not reimbursable expenses.
  - 7.1.2 In case of an accident, the authorized driver must complete an Accident Report Form (RMI-1) immediately. A copy of the form is placed in the glove compartment of each vehicle. Specifically, the authorized driver shall:
    - 7.1.2.1 Call the police;
    - 7.1.2.2 Not assume responsibility for the accident;
    - 7.1.2.3 Protect his/her person;
    - 7.1.2.4 Protect the vehicle from further damage;
    - 7.1.2.5 Request medical assistance if needed;
    - 7.1.2.6 Identify other persons, including witnesses, involved in the accident;
    - 7.1.2.7 Record details of the accident, including the extent of injuries and property damage and how the accident occurred; and
    - 7.1.2.8 Upon return to work, provide the Campus Fleet Coordinator with the completed RMI-1 within two calendar days.

- 7.1.3 The Campus Fleet Coordinator shall notify the Board of Risk and Insurance Management (BRIM) as soon as reasonably practical by completing the Loss Reporting Form on BRIM’s website.
- 7.1.4 Each authorized driver is responsible for reporting to the Campus Fleet Coordinator any problems, malfunctions, or mechanical issues experienced while using the vehicle.
- 7.1.5 Emergency and Roadside Assistance can be arranged 24 hours a day, 7 days per week, 365 days a year by contacting Holman at 1-800-CAR-CARE (1-800-227-2273).
- 7.1.6 Fuel Purchases: A Holman (ARI Branded) WEX Fuel Card is assigned to each College vehicle. It may be used as any credit card for fuel purchases only. The authorized driver will be prompted to enter the vehicle’s current odometer reading and to enter the unique assigned driver PIN number. It is against policy to use another individual’s PIN number.

**SECTION 8. CANCELLATION**

8.1 None.

**SECTION 9. REVIEW STATEMENT**

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

**SECTION 10. SIGNATURES**

	<b>Date</b>
<b>Board of Governors Chair</b>	
	<b>Date</b>
<b>President</b>	

**Attachments:** None

**Distribution:** Board of Governors (12 members)  
www.southernwv.edu

**Revision Notes:** January 2010 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. The form was streamlined.

January 2016 – Revisions reflect no substantial changes in procedure or documentation. Revisions provide clarity and reflect changes in titles.

February 2024 – Revisions reflect no substantial changes in procedure or documentation. Revisions provide clarity and reflect change in titles.