



## ADMINISTRATIVE PROCEDURE

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**TITLE: Use of College Vehicles**

**ADMINISTRATIVE PROCEDURE # 6530** *(was 307.01)*

**RELATED TO POLICY # 6530 USE OF COLLEGE VEHICLES**

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- A. The driver of any College vehicle must qualify for the approved driver list maintained in the Office of Facilities and Security.
- B. All College vehicles and drivers must comply with state law governing the operation motor vehicles. All drivers of College-owned or leased vehicles both on and off campus must have a current license appropriate for the vehicle to be driven. Before transporting students in any college owned vehicle, driver must pass a physical drive test conducted by a Certified Driver Education Instructor. All approved drivers must maintain a driving record that does not fall below the College insurance provider's minimum standard.
- C. All College vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.
- D. The College shall not operate or lease a passenger vehicle of more than 15 unless the driver holds required driver's license and endorsements issued by the state agency responsible for issuing driver licenses.
- E. Arrangements for key, credit card and trip card are to be made with the Office of Facilities and Security at the Warehouse. Requests are to be directed to the Warehouse Office, and will be processed on a first-come first served basis. Exceptions may be made when long trips are involved with a minimum of one week lead time notice; no reservation will be changed until other transportation is verified.
- F. The trip card found in the travel packet upon checkout is to be completed and returned to the Warehouse with the key and credit card upon returning the vehicle. If returning late at night from the trip, the vehicle is to be returned to the Warehouse by 8:00 a.m. the following morning.

- G. Instructors will not require field trip attendance unless transportation is provided. If students elect to travel by private car, the college's liability insurance will not cover them while traveling. See AP 4301 Field Trips and Excursions.
- H. Vehicles made available to College personnel are solely for use in the conduct and operation of College business.

**REFERENCES:** ORS 341.290(4)

**RESPONSIBILITY:**

The Director of Facility and Security is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:** 4/29/2021 by CC

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**