HERKIMER COUNTY COMMUNITY COLLEGE

BOARD POLICY

TITLE: Vehicle Use Policy

POLICY #: FA 25-30

DATE OF BOARD OF TRUSTEES APPROVAL:

RESOLUTION #: 25-30

POLICY STATEMENT: Herkimer County Community College is committed to promoting the safe, responsible, and cost-effective use of vehicles utilized for official College business. This policy establishes requirements and procedures governing the operation of College-owned, leased, rented, and personally owned vehicles used in support of College activities and operations. All authorized drivers are expected to comply with applicable federal, state, and local laws, as well as institutional policies and insurance requirements, to ensure the safety of employees, students, and the public while protecting College resources and minimizing institutional risk.

Purpose

This policy establishes guidelines for the safe, responsible, and authorized use of College owned, leased, and rented vehicles and institutional resources.

Compliance with this policy is mandatory for all individuals authorized to operate college-owned, leased, rented, or personally owned vehicles for official College business. Any violation of this policy may result in the suspension or revocation of College authorized driving privileges, disciplinary action, and/or financial responsibility for any resulting losses, damages, or unauthorized expenses.

The College reserves the right to take appropriate corrective action as deemed necessary.

Scope

This policy applies to all employees, faculty, staff, students, and other authorized representatives traveling on official College business using a College owned, leased or rented vehicle.

Driver Eligibility

College vehicles are only to be driven by authorized employees, faculty members, or approved agents of the College and its auxiliaries.

The following criteria must be met by anyone operating a College leased, owned, or rented vehicle:

- Submit a completed Off-Campus Activity Travel Request Form to the Purchasing Agent prior to date of travel
- Possess a valid U.S. driver’s license
- Maintain an acceptable driving record as defined by the College and its insurance carrier
- Be at least 18 years of age (or 21 as required for rental vehicles)
- Be an authorized employee or approved agent of the College

Herkimer County Community College is an active participant in the NYS Department of Motor Vehicles LENS Program. The College will enroll any driver or potential driver of a College owned, leased, or rented vehicle in the LENS program. The LENS Program will notify the Purchasing Agent of any change of status in driving privileges as well as license activity. This information is kept strictly confidential.

Employees with the following violations are ineligible to operate a College owned, leased, or rented vehicle for 5 years beyond the date of the most recent violation:

- Operating a vehicle with a suspended or revoked license;
- Driving While Intoxicated (DWI), Driving While Ability Impaired (DWAI), or Driving Under the Influence (DUI);
- Leaving the scene of a personal injury or property damage auto accident;
- Reckless driving; or
- Vehicular homicide or assault

College Fleet Vehicles

I. Authorization

- Drivers must obtain prior approval of travel by submitting an Off-Campus Activity Travel Request Form to their area supervisor and the Purchasing Agent.
- Out-of-State travel and trips with an estimated cost of $1,000.00 or more must be signed by the College President.

*Travel is not considered authorized until approved by the Purchasing Office.

II. Vehicle use

- Fleet vehicles are to be used solely for official College business
- All vehicles must be operated in accordance with local, state, and federal laws as well as College regulations.
- Smoking or use of tobacco is strictly prohibited in all vehicles.
- The driver will assume the responsibility for operator related traffic violations, parking citations, toll violations, fees, and penalties.
- Unauthorized use of vehicles may result in revocation of College authorized driving privileges.
- Possession and/or use of alcohol, intoxication substances, or illegal drugs in the vehicle is prohibited.
- Personal use of a College vehicle is strictly prohibited.

III. Passengers

- Passengers are limited to other College employees or active students. Exceptions may be made, at the discretion of the driver’s supervisor and Purchasing Agent.
- All passengers must be listed on the driver’s Off-Campus Activity & Travel Request Form.

IV. Accidents & Incidents

- Accidents must be reported immediately to Campus Safety, the driver’s supervisor, and the Purchasing Agent. Failure to report an accident may result in revocation of College authorized driving privileges and disciplinary action.
- Drivers must cooperate fully with insurance and investigative processes

V. Vehicle Care

- Drivers are responsible for basic cleanliness and reporting maintenance issues
- Vehicles must be returned on time and in the condition received

Rental Vehicles

Rental reservations are primarily arranged through Enterprise. Reservations must be made through the College’s secure booking link. Please contact the Purchasing Agent for access to the booking link.

- Off-Campus Activity Travel Request Form must be submitted to area supervisor and Purchasing Agent prior to making a reservation
- Only authorized drivers listed on the rental agreement may operate the vehicle
- The College’s insurance coverage shall apply in accordance with institutional policy; additional insurance should not be purchased unless required or approved
- A College WEX fuel card must be used for gas purchases for rental vehicles
- Rental vehicles are subject to the same usage restrictions as College fleet vehicles

Travelers must select the most reasonable and cost-effective mode of transportation based on the purpose, distance, schedule, and total cost of travel. Travelers are expected to use standard fare options.

The College reserves the right to authorize or require the use of a rental vehicle in place of a personal vehicle when it is determined to be the more cost-effective option. Prior to approving reimbursement for personal vehicle mileage, the College may compare the estimated mileage reimbursement with the total cost of a rental vehicle and associated expenses. If the use of a rental vehicle is determined to be less expensive or otherwise in the best financial interest of the College, employees may be required to use a rental vehicle in order to receive travel reimbursement.

Personal Vehicles

Use of a personal vehicle should be limited to situations where a College-owned, leased, or rental vehicle is unavailable, impractical, or not cost effective.

An Off-Campus Activity Travel Request Form must be submitted to area supervisor and Purchasing Agent prior to use of a personal vehicle for College business.

Travelers using a personal vehicle for College business are responsible for maintaining a valid driver’s license, vehicle registration, inspection, and automobile insurance as required by law. The College is not responsible for normal wear and tear, damage, theft, insurance deductibles, repairs, maintenance, or other costs related to the traveler’s personal vehicle.

Please reference the Travel Policy for guidelines and requirements regarding mileage reimbursement.

Trip Reports

A Trip Report must be completed for each use of a College fleet vehicle. A blank Trip Report Form is provided to the driver prior to their departure but can also be found in the Budget & Travel folder in Docs & Forms in MyHerkimer.

All Trip Reports must be turned into the Purchasing Agent upon the driver’s return to Campus.

The following information must be included in the driver’s trip report:

- Date(s) of trip
- Driver name
- Starting and ending mileage
- Destination(s)
- College Vehicle license plate number
- Total amount of gas purchased
- WEX fuel card number
- List of any miscellaneous vehicle expenses
- Any comments or concerns regarding the vehicle
- Driver’s signature

Gas Card (WEX) Information

Gas cards are issued to authorized departments or vehicles and are to be used for official College business only.

Cardholders must:

- Use fuel consistent with vehicle requirements
- Record transaction details on Trip Report
- Obtain receipts for all gas purchases, to be turned into the Purchasing Agent
- Secure the card against loss or misuse

Unauthorized use may result in disciplinary action and reimbursement obligations.

Financial Responsibility

Employees who commit College funds without proper authorization may be held personally responsible for the associated costs. The existence of an invoice, receipt of goods or services, or completion of an event does not constitute approval and does not guarantee payment by the College.

Responsibility and Enforcement

All employees are responsible for understanding and complying with this policy. The Business Office provides oversight, enforces adherence to these procedures, and ensures compliance with all applicable laws, regulations, and institutional requirements. Failure to comply with this policy may result in denial of payment for unauthorized purchases, personal financial responsibility for obligations incurred without proper authorization, and/or disciplinary action in accordance with College policies and procedures.

Repeated or habitual violations of this policy may result in denial of payment, escalation to senior leadership, suspension or revocation of purchasing privileges, and/or the implementation of additional oversight or internal controls within the department.

Appendices

I. Off-Campus Activity & Travel Request Form

II. Trip Report