

NUMBER: 514

SUBJECT: VEHICLE USE

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011

PAGE 1 OF 3

514.1 – POLICY

Access to Bridgerland Technical College (BTECH) or other state vehicles is a privilege and not a right. Accordingly, certain conditions must be met and agreed to by the employee before being approved to drive a College or other state vehicle. Access to and use of any BTECH vehicle is contingent upon the employee agreeing to adhere to the policies, procedures, and guidelines outlined in this section. These policies, procedures, and guidelines are intended to improve the use of good judgment by all vehicle operators. All vehicle operators are strongly encouraged to use BTECH vehicles in a safe and professional manner at all times. The BTECH Vehicle Use Policy also applies to any use of an individual's personally owned vehicle for BTECH business purposes.

It is the policy of BTECH that employees follow all state and local traffic laws while operating any vehicle on BTECH business.

As a general rule, BTECH has adopted the State Division of Administrative Rules, Rule R27-3 Vehicle Use Standards (<http://www.rules.utah.gov/publicat/code/r027/r027.htm>), as the BTECH Vehicle Use Policy, with the following clarifications, explanations, and exceptions:

R27-3-4(4), “. . . examples of unauthorized use of BTECH or state vehicles:

- (g) “using a state vehicle for personal convenience, such as when a personal vehicle is not operational,” except that when such “personal convenience” use is in the best interest of BTECH, such use may be authorized by the President or any Vice President.

R27-3-5, Personal Use Standards. BTECH considers the personal use standards listed in section R27-3-5(1) (a)-(d) to be approved personal use allowed by the legislature. It is assumed that the legislature provided “direct authorization” of the personal use circumstances listed in section R27-3-5(1) (a)-(d).

R27-3-6, Application for Commute or Take Home Use. The following BTECH policy language replaces Rule R27-3-6 in its entirety:

Approval for commute or take home privileges may be granted, in writing, by the President or any Vice President, for legitimate business reasons that are in the best interest of BTECH. Examples include situations where the employee's work assignment is out of a virtual office where the vehicle almost becomes the office. Other examples include when it is more practical for the employee to go directly to an alternate work site (rather than report to a specific office) to pick up a BTECH or state vehicle.

R27-3-10, Use Requirements for Monthly Lease Vehicles. BTECH does not have any “monthly lease vehicles.” Accordingly, the provision of this section are not applicable.

R27-3-11, Use Requirements for Daily Motor Pool Vehicles. BTECH does not have any “daily motor pool vehicles.” Accordingly, the provisions of this section are not applicable. However, the following language replaces section R27-3-11 for BTECH employees:

- (1) BTECH offers vehicles for use without a daily or mileage rate being charged to the respective department. Drivers of a BTECH or state vehicle generally shall:

NUMBER: 514

SUBJECT: VEHICLE USE

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011

PAGE 2 OF 3

- (a) Provide BTECH with at least 24 hours notice when requesting a vehicle such as 15 passenger vans, sports utility vehicles, or the light duty pickup trucks. BTECH will attempt to accommodate such requests, but there are very limited numbers of these types of vehicles. Reservations will generally be granted on a first-come, first-served basis.
- (b) Be an authorized driver, who has completed all the required training and/or safety programs and met the age and license restrictions for the type of vehicle being operated.
- (c) Verify the condition of and acknowledge responsibility for the care of the vehicle prior to being given access to the vehicle.
- (d) Report the correct odometer reading when refueling the vehicle.
- (e) Return the vehicle with at least $\frac{3}{4}$ tank of fuel left, or will note on the vehicle check-out/check-in sheet that the vehicle needs refueling.
- (f) Return vehicles in good repair and clean condition. Drivers should also report any items needing repair or attention on the vehicle check-out/check-in sheet.
- (g) Not place advertising or bumper stickers on BTECH vehicles without prior approval from the President or any Vice President.

Drivers of College vehicles must be at least 18 years old, be employees or adult students of BTECH, and have a valid driver license. Any age limitations imposed by type of license, such as a CDL license, supersede the requirement of 18 years old.

514.2 – DRIVERS OF 15 PASSENGER COLLEGE VANS

Drivers of 15 passenger College vans:

- (1) must be at least 20 years old when: (a) the trip is longer than 4 hours, OR (b) the trip includes travel out of state, OR (c) the trip includes driving on an interstate highway or other controlled access road;
- (2) must not have received a moving violation citation within the past 12 months;
- (3) must either have satisfactorily completed a National Safety Council (NSC) van driver certification course as approved by the College Risk Management Committee or have a current Commercial Driver License (CDL). Van driver certification through a satisfactorily completed NSC van driver certification course must be renewed every three (3) years; and
- (4) should take sufficient time before the trip begins to become familiar with the location of lights and windshield wiper controls and other switches on the instrument panel. If the van has cruise control, the driver must understand how to operate the cruise control under all circumstances.

NUMBER: 514

SUBJECT: VEHICLE USE

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011

PAGE 3 OF 3

514.3 – USERS OF 15 PASSENGER VANS

Users of 15 passenger vans:

- (1) must not overload the van with equipment, and all equipment and the spare tire must be properly secured;
- (2) must have more than one (1) qualified driver (514.2 above) for trips longer than six (6) hours, and drivers should rotate every two (2) hours; and
- (3) must have completed BTECH's 15 passenger van safety training course and have a completion certificate to show at the time of reserving the vehicle.

514.4 – SANCTIONS

Access to BTECH vehicles may be restricted to any employee who is in violation of any of the above policies, guidelines, or any other unprofessional or unsafe use.