

**SECTION 14.01**  
**COLLEGE MOTOR VEHICLE POLICY**  
**CHAPTER 2 – BUSINESS – VP BUSINESS**  
**POLICY #C2S14.01**

President's Cabinet: 12/11/07  
Board of Trustees Approval: 02/13/08  
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I. PURPOSE

To set forth the policy of Salt Lake Community College with respect to acquisition, ownership, assignment, and maintenance of motor vehicles.

II. POLICY

Motor vehicles at Salt Lake Community College shall be purchased, operated, maintained and sold in accordance with approved College procedures and laws of the state of Utah.

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I. REFERENCES

- A. Utah State System of Higher Education Policies and Procedures (R550-559)
- B. Department of Administrative Services, Division of Fleet Operations (Utah Code Annotated §63A-9-101 to §63A-9-809)
- C. Department of Administrative Services (63A-9-301)
- D. Motor Vehicle Review Committee (R27-3-16)
- E. Department of Fleet Operations Policies and Procedures, Section 13.1
- F. State Fleet Operations Policies and Procedures (63A-9-401)
- G. College Policy C1S6.01 Fixed Assets
- H. College Policy C2S10.04 Restricted Purchases and Special Procurement

II. DEFINITIONS

- A. Motor Vehicle: includes all passenger and service vehicles that consume fuel, including:
  - 1. vehicles registered and licensed with the Utah Department of Motor Vehicles, and
  - 2. certain other vehicles and/or equipment designated by the Vice President of Business Services.
  - 3. For purposes of this policy, motor vehicles excludes self-propelled, non-licensed vehicles and/or equipment capable of carrying one or more passengers, including aircraft.
- B. Official College Business: includes any authorized use to meet the needs of approved programs, functions, or activities of the College and its officers, departments, organizations, and operating units.
- C. High Occupancy Vehicle: Any vehicle holding nine (9) or more occupants, including the driver.

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- D. Cargo Vehicle: Any van or other vehicle designed to carry cargo that has a manufacturer's recommended maximum payload weight.

III. PROCEDURES

A. Ownership, Acquisition and Disposal of Vehicles

1. All motor vehicles owned or leased by the College shall be held under the administrative management and control of the College's Fleet Maintenance Supervisor.
2. Vehicle acquisition (through the Purchasing Department), maintenance, and licensing of all motor vehicles shall be performed by or at the direction of the Fleet Maintenance Supervisor.
3. The Fleet Maintenance Supervisor will recommend to the Vice President of Business Services the type of motor vehicle to be purchased and made available for departmental use. Departmental needs will be considered as well as the vehicle's record for reliability, maintenance costs, and fuel economy.
4. The Fleet Maintenance Supervisor will recommend to the Vice President of Business Services when surplus or disposal of College motor vehicles should occur. After review, removal of the motor vehicles from the College inventory system will be authorized by the Vice President of Business Services. When vehicles are no longer needed, no longer serviceable, or scheduled for replacement, surplus or disposal will be handled in accordance with College policy and procedure.

B. Vehicle Identification

College motor vehicle color is determined by the Fleet Maintenance Supervisor taking into consideration department preferences and College standards. College operated vehicles display the College or State seal on both driver and passenger sides of the vehicle, as well as vehicle numbers on the front left and right rear bumpers. College-owned or operated vehicles must display exempt (i.e., EX) license plates unless authorized to display other Utah license plates by the Vice President of Business Services in accordance with and to the extent permitted by applicable state laws.

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C. Official Use

1. College motor vehicles will be used only for official College business and may not be driven outside the state of Utah without prior written permission from the SLCC Office of Risk Management. A copy of the authorization form will be given to the Fleet Maintenance Supervisor.
2. Departments may utilize motor pool vehicles under a fee structure to be reviewed on a yearly basis.
3. Operation of College motor vehicles is limited to persons who are authorized and who: (a) are employees of the College, registered students, or guests of the College, (b) possess a valid Utah operator's license, and the operator must be on the "Motor Pool Authorized List" held and maintained by the Office of Risk Management.
4. Use of High Occupancy Vehicles and Cargo Vehicles
  - (a) SLCC drivers of high occupancy and cargo vehicles:
    - (1) must be at least 21 years old.
    - (2) must not have received a moving violation citation within the past twelve (12) months.
    - (3) must not exceed the State limits on drivers license points applicable to drivers on College business.
    - (4) must either have satisfactorily completed a National Safety Council (NSC) van driver certification course as approved by the SLCC Office of Risk Management or have a current commercial driver's license (CDL). Van driver certification through a satisfactorily completed NSC van driver certification course must be renewed **every three years,**  
and
    - (5) 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.**

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- (b) Drivers of high occupancy and cargo vehicles are responsible to ensure that:
    - (1) the vehicle is not overloaded with equipment, the spare tire is properly secured, and the vehicle manufacturer's payload/trailer specifications are met.
    - (2) more than one qualified driver must be designated for trips longer than four hours and drivers must rotate at least every two hours. On trips of fewer than four hours, the qualified driver must take at least one 15-minute rest break midway through the trip.
    - (3) the guidelines that the SLCC Office of Risk Management has set for driving high occupancy or cargo vehicles are followed.
  - (c) Drivers of high occupancy vehicles must complete the SLCC High Occupancy Vehicle checklist and adhere to its requirements before and during use of vehicles.
5. Sanctions.
- (a) The privilege to use College vehicles, by individuals or departments/organizations or both, will be withdrawn for up to one year for violations of this procedure.
  - (b) The privilege of driving College motor vehicles may be suspended or permanently revoked by the Vice President of Business Services for repeated traffic citations, for the use of College vehicles in the commission of unlawful acts, or for misuse of College or other vehicles on official College business. Prior to ordering any such suspension or revocation, the Vice President of Business Services will give notice of the proposed action to the employee or student, and will provide an opportunity for an informal hearing.
6. Any person who operates a College vehicle or combination of vehicles having a combined gross laden weight in excess of 26,000 pounds must maintain a valid commercial driver's license (CDL) with all applicable endorsements.

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7. Individuals driving College vehicles shall enroll in and pass the College approved Driver's Certification Course. Certificates must be renewed every year if the individuals are driving maintenance, service, or police vehicles as part of their routine job duties, or every three (3) years if driving is not a primary job duty.
8. Persons driving maintenance and service vehicles will place a fluorescent orange cone at the left rear bumper of the vehicle when parked.
9. All drivers and passengers will fasten approved safety restraints while riding in College-owned vehicles or other vehicles on College business. The Security and Parking Services persons failing to fasten restraints may be asked to leave vehicles and are subject to disciplinary action.
10. Passengers in College Vehicles: Only employees of the College, registered students, and official guests of the College may ride as passengers in College vehicles. Rental vehicles or private vehicles with mileage reimbursement should be used if family members or others accompany the College employee, student, or guest.

D. Extraordinary Wear and Tear

If it is determined by the Fleet Maintenance Supervisor that a department's use of College-owned vehicles has resulted in unusual or extraordinary wear and tear, in addition to the normal use rates, additional charges will be charged to the department to offset the resulting additional costs.

E. Insurance

1. All vehicles will be covered by liability, collision, and comprehensive insurance consistent with the requirements of applicable state law.
2. The cost of insurance coverage, as determined by the State Office of Risk Management, will be included in the fleet vehicle user fee.

F. Vehicle User Fees

User fees must reflect actual costs of each vehicle, including:

1. vehicle insurance costs.
2. vehicle maintenance costs.

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3. vehicle fuel costs.
4. vehicle replacement costs.
5. state of Utah required fees for state-owned vehicles.
6. other costs as identified by the Vice President of Business Services.

**G. Traffic Violations**

1. Drivers of College vehicles will be personally responsible for fines, forfeitures of bail, or other penalties based upon parking and traffic violations and citations or other infractions or violations of law involving the use of College motor vehicles.
2. After any moving violation or accident, a College employee must complete the College Driver Safety Program again before being authorized to drive on College business in either a College motor vehicle or the individual's own private vehicle.

**H. Reporting of Motor Vehicle Accidents**

1. All motor vehicle accidents in College vehicles or personal vehicles being used on College business must be reported immediately to the appropriate law enforcement agencies (police or highway patrol). All vehicle accidents or other circumstances resulting in damage to vehicles must be reported immediately to both the Fleet Maintenance Supervisor and to the College Office of Risk Management.
2. The driver of the vehicle involved in the accident, or the driver's insurance company, may be responsible for the cost of repairs for accidents caused by negligent or willful acts, or the driver's failure to have an officer investigate the accident. If for some reason a negligent employee does not pay for repairs to the College vehicle, the employee's department will be responsible for the cost of repairs. If the College is unable to collect from the insurance company, or the other driver does not have insurance or resources, the employee's department will pay for the cost of repairs.

**I. Reporting of Mechanical or Safety Defects**

1. Each College-owned vehicle shall have an information packet identifying the procedure to be used in reporting mechanical or safety defects. Employees must report any such defects immediately.

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2. Upon receipt of such report, the Fleet Maintenance Supervisor shall inspect the vehicle and immediately take appropriate action to bring the vehicle into compliance with current safety standards and/or the standards for efficient mechanical operations.
3. The Fleet Maintenance Supervisor is authorized to take any vehicle out of service until mechanical and safety defects are corrected.

J. Smoking

All College-owned and/or operated vehicles are designated as non-smoking. Any violators shall be assessed fees for any damage repair, cleaning, and/or odor removal required as a result of smoking in vehicles.

K. Maintenance of College Vehicles

All College vehicles, regardless of the department to which they are assigned, will be maintained and serviced on a regular basis, and repairs made through the Fleet Maintenance Supervisor. Repairs to vehicles will be paid for by their assigned department.

L. Replacement of College Vehicles

College vehicles are intended to be replaced every six years or 85,000 miles.