

I. POLICY

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

II. REFERENCES

- A. Traffic Code, U.C.A. §§ 41-6a-101–2006.
- B. Utah Administrative Services Code, U.C.A. §§ 63A-9.
- C. Administrative Services, Fleet Operations, Utah Admin. Code r. 27.
- D. Auxiliary and Services Enterprises, Utah Admin. Code r. 550-559.
- E. SLCC Motor Vehicle [Website](#)

III. DEFINITIONS

- A. Buses: Any vehicle that holds fifteen or more occupants, including the driver, which requires a commercial driver's license with a passenger endorsement or other endorsements to drive.
- B. Cargo Vehicle: Any van or other vehicle designed to carry cargo that has a manufacturer's recommended maximum payload weight.
- C. Driver Safety Committee: A committee charged with reviewing all employee accidents and requests for informal hearings.
- D. Emergency: A sudden, unexpected, or impending situation that may cause injury, loss of life, damage to property, or interference with normal activities, which requires immediate attention and action.
- E. Executive Cabinet Member: The vice president over the department for whom an employee works.
- F. Large Capacity Passenger Vehicles (LCPV): Any vehicle that holds seven or more occupants, including the driver.
- G. Low-Speed Vehicle (LSV): Any vehicle that is not licensed by the Utah Department of Motor Vehicles and that operates on a private or public road, for example, golf carts, electric vehicles, ATVs, UTVs, tractors, and similar vehicles.

- H. Motor Vehicle: A vehicle that is self-propelled by consuming electricity or fuel, excluding aircraft.
- I. Official College Business: Activities conducted to meet the needs of approved college programs, functions, or activities and the college's officers, departments, organizations, and operating units.
- J. Salt Lake Metropolitan Area: An area including Utah County from Spanish Fork and north, Salt Lake County, Davis County, Weber County from Ogden and south, and Tooele County from Tooele and east. The Salt Lake metropolitan area does not include any canyon.
- K. Take-Home Use: Using a college vehicle between an employee's residence and the employee's assigned work location.
- L. Telematics: A general term that refers to any device which merges telecommunications and vehicle data to monitor driving patterns and violations and reports the violations to the fleet and logistics manager.
- M. Telemetric Threshold Violations: Violations that are reported to the fleet and logistics manager via Telematics. Included are speeding, idling for more than five minutes, hard stops, hard starts, hard stops while turning, and others.
- N. Vehicle: Any device by which a person or property may be transported.

IV. PROCEDURES

A. Acquisition, Ownership, Disposal, and Replacement of Vehicles

1. The college's fleet and logistics manager shall administer all motor vehicles owned or leased by the college.
2. Vehicle acquisition, maintenance, and licensing of all vehicles shall be performed or directed by the fleet and logistics manager.
3. The fleet and logistics manager will recommend to the vice president for finance and administration 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 records of reliability, maintenance cost, and fuel efficiency.
4. Donation of vehicles that require a manufacturer statement of origin (MSO), registration, or other forms of licensing must be registered with the Fleet and Logistics office. The donating party must provide a clear MSO, title, registration, or proof of ownership. Means by which a donating party may submit such evidence may be found at the Utah DMV's [public insufficient evidence checklist](#). These include:

- a. printed color photos of ALL sides of the vehicle;
 - b. a completed form TC-569A, ownership statement;
 - c. a completed form TC-661, VIN inspection; and
 - d. any bill of sale, a release of ownership, or receipts for repairs, etc.
5. The department receiving a donated vehicle must document it on the donation form.
 6. The college may refuse to accept the donation of a vehicle.
 7. The fleet and logistics manager will recommend to the vice president for finance and administration when surplus or disposal of all college vehicles should occur. After review, the vice president for finance and administration may remove the vehicles from the college inventory system. College policy and procedure will govern the disposal of vehicles that are no longer needed, no longer serviceable, or scheduled for replacement, surplus or disposal.
 8. The college will keep vehicles for a minimum of five years and a maximum of ten years or 100,000 miles, whichever occurs first.
 9. Vehicles may be disposed of at any time if its cost exceeds its value, the value is below 20 percent of market value, or the vehicle is underutilized by the college or a department.

B. Vehicle Identification

1. The fleet and logistics manager will determine the color of a vehicle. The fleet and logistics manager will consider department preferences and college standards.
2. College operated vehicles must display the college or state seal on both driver and passenger sides of the vehicle, as well as a vehicle number on the left front and right rear bumpers.
3. College owned or operated motor vehicles must display exempt license plates unless authorized to display other Utah license plates by the vice president of business service, and by applicable state laws.

C. Telematics:

1. Telematic devices shall be installed in state motor vehicles as required by Utah Admin. Code r. 27-7.

2. Telematic devices collect information regarding the manner which a vehicle is being driven and reports telemetric violations to the Fleet and Logistics office.
3. Drivers have no expectation of privacy when driving a college-owned vehicle.

D. Insurance

1. Insurance
 - a. The college provides appropriate insurance for all college-owned vehicles.
 - b. The college does not provide or offer insurance for personally-owned vehicles, even when driven on college business.
 - c. The driver of a personally owned vehicle that is driven for college business shall make certain the vehicle is insured in accordance with state law.
2. All vehicles will be covered by liability, collision, and comprehensive insurance consistent with the requirements of applicable state law and the SLCC office of Risk Management.
3. The cost of insurance coverage, as determined by the Utah State office of Risk Management, will be included in the fleet vehicle user fee.
4. Rental vehicles must adhere to the automobile [insurance requirements](#) provided by the SLCC office of Risk Management. If a vehicle is not rented through a state contracted provider, the office of Risk Management requires the renter to purchase both damage and liability insurance offered by the rental agency.

E. User Fees

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

1. insurance costs;
2. maintenance costs;
3. fuel costs;
4. replacement costs;
5. the State of Utah required fees for state-owned vehicles;

6. HOV lane violations, tolls, or other miscellaneous fees charged during vehicle use; and
7. other costs as identified by the vice president for finance and administration or designee.
8. Departments may utilize motor pool vehicles under a fee structure to be reviewed on a regular basis.

F. Extraordinary Wear and Tear

If the fleet and logistics manager determines that a department's use of college-owned vehicles has resulted in unusual or extraordinary wear and tear, the department will be assessed additional charges to offset the resulting additional costs.

G. Maintenance

1. All college vehicles, regardless of the department to which they are assigned, will be maintained and serviced on a regular basis. The Fleet and Logistics office will determine needed repairs and maintenance for vehicles. The Fleet and Logistics office will bill the department to which the vehicle is assigned for the repairs.
2. Any repairs done by the department to a motorized vehicle or equipment shall be pre-approved and coordinated through the Fleet and Logistics office.
3. All motorized vehicle and equipment's repairs will be documented. Invoices must include any parts replaced and any items repaired. The invoice must be submitted to the Fleet and Logistics office.

H. Use of College-Owned Motor Vehicle

1. Use of college-owned vehicles is limited to official college business by college employees, authorized students, or approved college volunteers.
2. Driver Qualifications
 - a. Every driver of a college-owned vehicle must possess a valid Utah driver license.
 - b. Authorized drivers operating state vehicles must have the correct license required for the vehicle they are operating and any special endorsements required to operate specialty vehicles.

- c. Every operator must be on the motor pool authorized drivers list. The office of risk management maintains the authorized drivers list.
- d. Except where noted, the operation of college motor vehicles is limited to persons eighteen years of age or older.
- e. All drivers of college vehicles and all persons who drive on college business must pass the [driver safety test](#) every two years.
- f. Any driver who receives a citation for violating any motor vehicle law while driving a college vehicle, must immediately inform the driver's supervisor. Failure to report the citation may result in a loss of driving privilege.

3. Driving College-owned Vehicles

- a. Departments to which vehicles are assigned are responsible for ensuring an employee is qualified prior to allowing the individual to drive a college vehicle.
- b. College motor vehicles will be used only for official college business and only in the Salt Lake metropolitan area, except as outlined below. Use of college vehicles for personal use is prohibited.
- c. Operation of a college-owned vehicle outside of Salt Lake metropolitan area is restricted to:
 - (1) drivers 18 years of age or older;
 - (2) who are authorized drivers; and
 - (3) who have submitted an in-state travel request form to the Fleet and Logistics office and have received approval before travel.
- d. Operating a college-owned vehicle outside of Utah is restricted to:
 - (1) persons 18 years of age or older;
 - (2) who are authorized drivers; and
 - (3) have submitted an out-of-state travel request form to the office of risk management and have received approval before travel.
- e. The office of risk management will forward a copy of the authorization to the Fleet and Logistics office.

- f. Only college employees, registered students, official guests on college business, and official college volunteers may ride as passengers in college vehicles.
- g. Employees wanting family members to accompany them must drive a personally owned or rented vehicle.
- h. Animals, except for service animals, are not allowed in college vehicles.
- i. Drivers are not permitted to drive more than eight cumulative hours in a 24 hour period, and must not exceed 12 hours on duty or work time.
- j. Driving is prohibited between the hours of 11:00 p.m. and 5:00 a.m. except where a trip is solely to return to home base and the return time will be no later than midnight. Exceptions are:
 - (1) driving during an assigned shift; or
 - (2) an emergency as defined in II(D)
- k. Exceptions to driving between 11:00 p.m. and 5:00 a.m. may be granted, on a limited, narrow basis, and must be pre-approved by both the SLCC office of Risk Management and the traveler's executive cabinet member. Travel between 11:00 p.m. and 5:00 a.m. requires two authorized drivers – one as the driver and the other must be in the front passenger seat.
- l. Trips lasting longer than six hours require more than one authorized driver; drivers must rotate at least every two hours.
- m. On trips greater than one hour but fewer than six hours (to include trips between Salt Lake City and Las Vegas), the authorized driver must take at least one 15-minute rest break every two hours.
- n. Any reliable online service may be used to calculate trip duration, as long as the calculation contains accurate starting and ending locations. The office of risk management will use Google maps to calculate drive time if trip duration calculations are not submitted with the travel request.
- o. Drivers must use good judgment concerning weather and driving conditions by reviewing weather conditions in advance of any trip and making prudent travel adjustments when necessary.
- p. Drivers must slow down if adverse weather conditions exist. Travel should not proceed in extreme weather conditions.
- q. Travel plans should allow for emergency stop-overs and associated expenses due to bad weather.

- r. Drivers are responsible for the safe operation and condition of the vehicle they are driving and should be familiar with the vehicle's safety equipment. Drivers must report problems or concerns to the Fleet and Logistics office promptly.
 - s. Loading, including passengers, and towing should not exceed the manufacturer's capacity limits.
 - t. Adding storage or luggage racks above any vehicle is not allowed.
4. Large Capacity Passenger Vehicles (LCPV), Cargo Vehicles, and Low-Speed Vehicles (LSV)
- a. All LCPV operators must pass the LCPV Driver Test every four years.
 - b. All LCPV operators must pass the hands-on training that is administered by the Fleet and Logistics office every two years.
 - c. All LCPV operators must be at least 21 years old;
 - d. Any person who operates a college vehicle or combination of vehicles having a combined gross laden weight of 26,001 pounds or more must maintain a valid commercial driver's license (CDL) with all applicable endorsements and a current medical card.
 - e. Drivers of LCPV and cargo vehicles must ensure that the vehicle is not overloaded with equipment, that the spare tire is properly secured, and the vehicle manufacturer's payload and trailering specifications are met.
 - f. Drivers of low-speed vehicles must complete a training course approved by the college's office of Environmental Health and Safety before operating a low-speed vehicle. This training must be renewed every three years.
 - g. LSV drivers must also complete hands-on training for specific LSV. Hands-on training shall be provided by the department owning the LSV, or by the Fleet and Logistics office.
 - h. Employees 16 years of age or older, and who are authorized may drive a UTV, ATV, or golf cart.
5. Buses
- a. If the LCPV is designed to transport 16 or more passengers, including the driver, the driver must have a CDL with a passenger endorsement.

- b. A CDL driver must provide a copy of the driver's current medical card to the Fleet and Logistics office.
- c. The driver must participate in the SLCC random drug & alcohol testing program through the office of Risk Management pursuant to the college's [drug free workplace policy](#).
- d. Drivers must take sufficient time before the trip begins to become familiar with the location of all control switches and the instrument panel.
- e. Drivers must complete the pre- and post-operational checklist. The checklist must be kept in the vehicle while driving, and the driver must return it into the Fleet and Logistics office when returning the vehicle's keys.
- f. Drivers must check tire pressure daily.
- g. The Federal Motor Carrier Safety Administration (FMCSA) regulates commercial drivers. Drivers holding CDLs are exempt from the time, passenger, and distance restrictions in this policy. CDL drivers will follow FMCSA regulations.

I. Safety

1. Drivers must complete the pre- and post-operational checklist prior to driving a college-owned vehicle.
2. All drivers and passengers must fasten safety restraints while riding in college-owned vehicles or other vehicles on college business.
3. The driver is responsible for ensuring that all passengers fasten safety restraints. Persons failing to fasten restraints may be asked to leave vehicles and are subject to corrective action.
4. Except where OSHA or FMCSA require hearing protection, the use of earphones, earbuds, or other devices – including a loud radio – that inhibit the driver's ability to hear warning signals and hazards is prohibited while operating vehicles.
5. Except for emergency situations as defined in [U.C.A. § 41-6a-1716](#), the use of handheld wireless communication devices while operating a moving motor vehicle is prohibited.

6. While driving a college or personal vehicle on college business, drivers must pull off the road into a safe area before placing or receiving cellular phone calls or reading or sending electronic messages.
7. If an emergency phone call must be made or received while driving, drivers must use a hands-free headset or speakerphone whenever possible.
8. Any individual on the list of authorized drivers who is convicted of driving under the influence of alcohol or drugs (DUI), reckless driving, or any felony in which a motor vehicle is used, either on-duty or off-duty, and whether in the state vehicle or their personal vehicle, may have their state driving privileges withdrawn, suspended, or revoked.

J. Take-Home Use

1. The president may approve a college vehicle for take-home use when:
 - a. a potential emergency exists and delaying an employee's response time could endanger a person's life or cause significant property damage; or
 - b. it is clearly more practical for an employee to go directly to an alternate work-site rather than reporting to a specific location to pick-up a college vehicle.
2. The president has delegated the authority to approve the take-home use of vehicles to the associate vice president of facilities services.
3. Employees who are allowed take-home privileges must comply with all requirements of take-home use outlined in [Utah Administrative Rule 27](#).

K. Consequences of Violating this Policy

1. The privilege to use college vehicles, by individuals or departments or both, may be withdrawn for violations of this policy or moving violations, whether obtained through telematics or another source.
2. Any member of the SLCC Driver Safety Committee may temporarily suspend driving privileges based on Section M until the driver safety committee can meet to review the preventability of accidents or the eligibility of authorized drivers.
3. Authorized drivers with a moving violation, whether personal or business related, in the preceding 90 days may not transport passengers.
4. The withdrawal of authority to operate a college-owned vehicle or a personally owned vehicle on college business is in addition to any necessary corrective action imposed by an authorized driver's supervisor.

5. Drivers of college vehicles shall be personally responsible for all fines, forfeitures of bail, or other penalties for parking and traffic violations.
6. After a moving violation or an at-fault accident, a college employee must complete the first [preventable accident training](#) or [driver training](#) again before being authorized to drive a college-owned vehicle or operating a personally owned vehicle on college business.

L. Accidents

1. An employee must report all accidents involving a college-owned motor vehicle or equipment and personal vehicles being used on college business to the appropriate law enforcement agency, the state division of fleet operations, and state risk management immediately.
2. All vehicle accidents or other circumstances resulting in damage to college vehicles or property must be reported immediately, including nights and weekends, to the Fleet and Logistics office.
3. The driver safety committee shall review any accident involving college-owned vehicles.
4. If the driver safety committee finds an accident to be preventable, the employee's department will be responsible for the cost of repairs to the limits of the deductible.

M. Driver Safety Committee

1. The purpose of the driver safety committee is to increase the safety of the driver and reduce losses associated with state vehicles.
2. Using standards published by the National Safety Council, the driver safety committee reviews eligibility of drivers to operate a college-owned vehicle or personally owned vehicle on college business.
3. In addition to the National Safety Council standards, the driver safety committee may take the following into account in determining driver eligibility: provisions of Utah Administrative Rule 27-7, validity of citizen complaints, telematics threshold violations, and any other item brought before the committee that is within its discretion.
4. The driver safety committee shall consist of at least three voting members. At a minimum, the committee shall include a representative from:
 - a. the office of Risk Management;
 - b. People and Workplace Culture; and

- c. the Fleet and Logistics office.
- 5. The committee shall meet monthly to review preventability determinations of any accidents and eligibility of drivers, unless there are no items to review.
- 6. The driver safety committee shall recommend corrective action to the employee relations office in addition to determining driver eligibility. The employee's supervisor, in consultation with the employee relations office, is responsible for issuing corrective action.
- 7. If the driver safety committee withdraws a driver's authority to operate a college-owned vehicle or personally owned vehicle on college business, the driver may appeal to the state [driver eligibility board](#). Appeals must:
 - a. be made in writing; and
 - b. be made within 30 days from the date the driver safety committee issues its decision.

N. Reporting of Mechanical or Safety Defect

- 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, including nights and weekends.
- 2. A driver must never abandon a disabled vehicle unless it is an emergency situation.
- 3. Upon receipt of such report, the fleet and logistics manager shall inspect the vehicle and immediately take appropriate action to bring the vehicle into compliance with current safety standards or the standards for efficient mechanical operations.
- 4. The fleet and logistics manager is authorized to take any vehicle out of service until mechanical and safety defects are corrected.

O. Smoking

- 1. All college-owned or operated vehicles are non-smoking. Any violator or the violator's department will be assessed fees for any damage repair, cleaning, or odor removal required as a result of smoking, including e-cigarettes, in vehicles.
- 2. A driver who smokes, including e-cigarettes or vapes, in a college vehicle may be referred to the driver's supervisor for corrective action.

3. All smoking must be 25 feet or more from an open window or door of a college-owned or operated vehicle.

Date of last cabinet review: April 23, 2019

The originator of this policy & procedure is Fleet & Logistics. Questions regarding this policy may be directed to the originator by calling 801-957-4271.