

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE**

**SUBJECT:** Motor Vehicles

**EFFECTIVE DATE:** July 1, 2000/ Revised: October 1, 2009

The purpose of this policy is to establish the minimum regulations and procedures concerning the maintenance and operation of motor vehicles by employees of Southwest Tennessee Community College.

**1. Definitions**

- A. **State Vehicles** – any motor vehicle owned by the Board of an institution or a school in the system or purchased or leased from state funds.
- B. **Institution** – any university, community college or technical institute within the Tennessee Board of Regents System, and the offices of the Board of Regents.
- C. **School** – any area vocational or technical school within the Tennessee Board of Regents System.
- D. **Employee** – any person employed full or part-time by an institution or school.

**2. General Provisions**

- A. Motor vehicles are maintained at Southwest Tennessee Community College to facilitate the official business of the institution.
- B. All state vehicles shall be used in accordance with the provisions of this policy.
- C. All state vehicles shall be marked in accordance with the current TBR marking plan.
- D. All drivers are required to have a driver’s license appropriate for the size of vehicle to be driven.

**Source of Policy:** Business & Finance

**Related Policy:** N/A

**Approved:** \_\_\_\_\_  
**President**

**Responsible Vice President for Financial Administrator:** and Admin Services

**TBR Policy Reference:** 4:03:02:00

**TBR Guideline Reference:** N/A

**Date:** October 1, 2009

- E. Out-of-State use of Southwest Tennessee Community College vehicles will be limited to athletic events and other institution or college sponsored activities. Other requirements should be met through the use of commercial fleets.
- F. Southwest Tennessee Community College vehicles must be operated in accordance with city, county and state traffic codes. Vehicle operators must pay for traffic citations written while the vehicles were assigned to them.

### **3. President**

The President of Southwest Tennessee Community College may be assigned a motor vehicle for use in performing the official functions of his office. Any use of such vehicle, which is solely personal in nature, shall be paid for by the individual.

### **4. Motor Pools**

- A. Southwest Tennessee Community College is authorized to maintain a central motor pool from which vehicles may be dispatched by employees for official business.
- B. When motor pool vehicles are maintained, an employee who needs to use a motor pool vehicle on state business shall use a pool dispatched vehicle if one is available, unless the employee elects and obtains authorization to use a personally-owned vehicle as provided in the TBR's General Travel Policies and Procedures (No. 4:03:03:00).
- C. Motor pool vehicles shall be available for either trip assignments or special assignments. Motor pool vehicles available for trip assignments will be centrally controlled by the institution or school and made available for specific trips and returned to the motor pool upon completion of trips and shall be used only for official business and not for personal use. Special assignment of motor pool vehicles may be made to a division or a person when necessary for use on a regular basis. Motor pool vehicles, including those used for trip assignments and special assignments, may not be used for commuting purposes unless the employee:
  - 1. Is departing upon or returning from an official trip away from his or her headquarters or the employee needs the vehicle to conduct institution or school business after regular working hours or before his or her usual working hours on the next day.
  - 2. Has been recommended by the president of the institution or college and approved by the Chancellor to be authorized to use the vehicle for commuting purposes.

### **5. Authorized Operators and Passengers**

- A. Only employees of an institution or school with proper departmental authorization may be authorized to operate a state vehicle for official business. Authorization to

- use a state vehicle shall be limited to official use within the scope of employment of the employee.
- B. All employees must have a valid driver's license prior to being authorized to operate a state vehicle.
  - C. Passengers in state vehicles shall be limited to the following:
    - 1. Employees of the institution or school when within the scope of employment.
    - 2. Students of the institution or school engaged in institutional or school sponsored activities.
    - 3. Other persons when it is necessary for them to accompany an employee on official business or as guests of the institution or school.

## **6. Penalties for Misuse of Vehicles**

- A. Employees who misuse vehicles will be subject to disciplinary sanctions, depending upon the magnitude of the misuse and the frequency with which it has occurred. Misuse includes any of the following:
  - 1. Utilization of radar detection devices in state vehicles, as provided in State Board of Regents Policy No. 4:03:02:00.
  - 2. Violations of traffic laws; this included exceeding posted speed limits, reckless driving, and illegal parking, etc.
  - 3. Careless operation that results in damage to the vehicle or injury to persons or property.
  - 4. Use of a vehicle for personal business or unauthorized commuting purposes.
  - 5. Use of a vehicle contrary to the provisions of this policy.
- B. The president of the institution or college, or the Chancellor should determine the penalty appropriate for each violation; and in addition may require the employee to pay for damages to the vehicle caused by misuse.

## **7. Notice of Liability and Penalties for Misuse**

Notice of liability and penalties for misuse of motor vehicles (Attachment A) shall be posted at the site where vehicles are normally checked out, and is contained in each vehicle for the benefit of drivers.

## 8. Exceptions

Any exception to this policy must be approved in writing by the president of the institution or college.

## 9. Smoking in State-Owned Vehicles

In recognition of the evidence that smoking is a health risk to the non-smoker as well as the smoker, Southwest has expanded its restrictions on workplace smoking to prohibit smoking in institution or college-owned vehicles.

## 10. Purchase of Gasoline for State-Owned Vehicles

When feasible, all employees who are on official travel for the institution or college should purchase gasoline for state-owned vehicles at Fuelman Service Stations. Expenditures incurred at other service stations must be justified in writing and attached to the invoice from the gas and oil vendor. The state vehicle tag number must be indicated on all receipts for gasoline purchases at other service stations. All employees are subject to this policy with the exception of the president of the institution or college.

## 11. Accidents Involving State Vehicles

A. All accidents (minor/serious) involving state-owned vehicles must be reported as soon as possible to:

**Southwest Tennessee Community College  
Campus Police/Public Safety (901) 333-5555 or (901) 333-4242**

B. Reporting procedures require that a Uniform Traffic Accident Report be taken on every accident involving a state vehicle. If an accident occurs on private property and local law enforcement will take a report, you should contact the Southwest Campus Police/Public Safety Department. This is in addition to any other reports required by states or municipalities.

C. Accident victims desiring to claim damages due to motor vehicle accidents must complete a *Claim For Damages* form. This form can be obtained by contacting the Southwest Campus Police/Public Safety Department. The Director of the department will process the form once it is complete.

**Attachment A**

**Notice of Liability and Penalties for Misuse of Motor Vehicles**

1. In the case of accidents involving employees of the institution or school operating state vehicles, claims may be made against the institution or school only through the Tennessee Board of Claims. In the alternative, injured persons may elect to initiate a civil action against the employee individually, in which case neither the institution or school nor the state provides any protection against personal liability. Any employee who operates a state vehicle should obtain appropriate liability insurance for his or her protection.
2. In the event an employee misuses a state vehicle, he or she will be subject to one or more of the following penalties:
  - A. Written reprimand or warning.
  - B. Suspension without pay.
  - C. Dismissal.
  - D. Payment for damages to the vehicle.