



**Policy Series #: 6000 – Facilities  
Policy Manager: Judy Enright  
College Vehicle Usage**

**PURPOSE:** The use of vehicles is necessary and common for business and activities at Riverland Community College. The purpose of this policy is to provide a procedure for Riverland employees and students when using a college-maintained vehicle in the general fleet. The college has a limited fleet of vehicles intended to be used for college business. Only college personnel or students may drive or ride in college vehicles.

**APPLICABILITY:** Driver eligibility criteria (click on Link below) apply to staff and students driving vehicles for college business and activities, regardless of the vehicle ownership status. New hires will be asked by their Supervisor to fill out the Vehicle Use Agreement and Consent to Obtain Driving Record(s) form. If a driver's record is unacceptable, the college will be notified within 7 days. College vehicles (owned and leased), rented vehicles and private vehicles are included in this program. "Staff drivers" are considered those individuals using vehicles for college business or activities any time travel is a reimbursable expense. "Student drivers" are considered those individuals using vehicles for college business or activities any time travel is required for course activities and for college events.

**PROCEDURE:**

**AUSTIN-** The reservation process for college vehicles is located on the college website. The practice is first-come, first-serve. See the checklist process below:

- 1) Register online from the Faculty/Staff site of Riverland's website.
  - a. Maintenance will reserve the vehicles if they are under service and unavailable.
- 2) Take only the vehicle you have reserved (keys in lounge area).
  - a. If your vehicle is not there, contact maintenance.
  - b. DO NOT take another vehicle – it may be signed out to another individual.
- 3) Fill up with gas upon your return and return keys to the original location (lounge area).
- 4) If there are any service needs, please leave a message with maintenance concerning those needs.
- 5) Return the vehicle at the scheduled time.

**ALBERT LEA-**

- 1) The clipboard and keys for the Albert Lea vehicles (General Fleet and the Chevy Volt) are located in Suite 109 on the back wall inside a cabinet located next to office 109D.
- 2) Take only the vehicle you have reserved.
- 3) If your vehicle is not there, contact maintenance.
- 4) DO NOT take another vehicle – it may be signed out to another individual.
- 5) Fill up with gas upon your return and return keys to the original location (lounge area).
- 6) If there are any service needs, please leave a message with maintenance concerning those needs.
- 7) Return the vehicle at the scheduled time.

**DEFINITIONS:** “General fleet” means vehicles used by many and does not apply to the department or program vehicles.

**DOES THIS POLICY HAVE A PROCEDURE?** *YES – above*

**LIST RELATED POLICIES, PROCEDURES OR PLANS HERE:**

<http://www.mnscu.edu/board/procedure/519p3.html>

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Date of Initial Review by President’s Cabinet: 9/12/2013; 12/12/2013

AASC Review (if applicable):

FSGC Review (if applicable): 1/29/2014

Date of Final Approval / Policy Adoption: 2/13/2014

Date & Subject of Revisions: