

Policies and Procedures**Date: November 2, 2017**

Subject: Motor Vehicles

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|--|---|
| 1. Purpose | 2 |
| 2. Policy | 2 |
| 2.1. Drivers | 2 |
| 2.2. Vehicle Maintenance and Repair | 2 |
| 2.3. Emergencies and Breakdowns | 3 |
| 3. Responsibilities | 3 |
| 4. Procedures | 3 |
| 5. Definitions | 3 |
| 6. References | 4 |
| 7. Review Periodicity and Responsibility | 4 |
| 8. Effective Date and Approval | 4 |
| 9. Review and Revision History | 4 |

1. Purpose

This policy provides guidelines and procedures for the use of motor vehicles by college faculty and staff.

2. Policy

Vehicles are to be operated in accordance with policies and procedures of the College, the Commonwealth of Virginia, the Office of Fleet Management Services, and the laws and jurisdiction in which it is being driven. The policies and procedures set forth in this section are designed to assure the proper utilization and maintenance of these vehicles. Drivers of Tidewater Community College (TCC) vehicles represent the College, the Commonwealth, and their public image. Therefore, the College requires drivers to practice safe driving habits and driving courtesy.

2.1. Drivers

Drivers must be a TCC employee with a valid driver's license for the type of vehicle being operated and have at least two years of driving experience. Drivers of TCC assigned vehicles will be subject to an annual DMV Driver's Record check as per TCC Policy 3106, Section 2.2.c. Drivers must read and understand the policies and procedures regarding use of TCC vehicles; acceptance of vehicles keys serves as an acknowledgement of this responsibility prior to driving any state vehicle. Drivers must be familiar with the driving rules and regulations as described in the Virginia Department of Motor Vehicles' Virginia Driver's Manual. Drivers of TCC assigned vehicles must adhere to the terms of TCC's Vehicle Use Agreement for Assigned vehicles found in the Fleet Procedures Manual. Drivers of TCC motor pool vehicles must adhere to the terms of TCC's Vehicle Use Agreement for Motor Pool vehicles found in the Fleet Procedures Manual.

2.2 Vehicle Maintenance and Repair

All TCC owned vehicles must be serviced a minimum of twice per year as described in TCC's Fleet Procedures Manual. Failure to submit the vehicle for service may result in the revocation of the vehicle. Vehicle mileage must be reported to the Fleet Service Technician on a monthly basis. Each day before using a vehicle, drivers will to the best of their ability conduct a visual inspection of the vehicle to ensure that the vehicle is in good working and no problems are present. When a vehicle is removed for service, the driver is not allowed to operate the vehicle. Drivers, except for qualified personnel of the Regional Automotive Center, the Truck Driving program, or the Fleet Service Technician or designee, shall not perform repairs or modifications to the vehicles.

All vehicle service, maintenance, and repairs on TCC owned vehicles shall be performed at TCC's Fleet Maintenance Facility. At the discretion of the Fleet Service Technician, repairs that cannot be conducted at the Fleet Maintenance Facility can be sublet out to a qualified, local vehicle repair business. Qualified personnel of the Regional Automotive Center and Truck Driving program may perform service, maintenance, or repair on their assigned vehicles at their facilities, but must communicate in writing to the Fleet Service Technician of such actions. Leased vehicles must be taken directly to the designated repair facility for

service, maintenance, and repair as instructed by the Department of General Services' Office of Fleet Management Services (OFMS). The Director of Facilities Management and Services may revoke or reallocate the vehicle if the vehicle is being abused, not being serviced, or not utilized.

2.3 Requesting a Vehicle

Each campus Business Office will assign a Business Office Point of Contact. This individual will be responsible for maintaining the keys, binder, and fuel card for each for each motor pool vehicle assigned to their campus. Reference Policy No. 4306 [Vehicle Fuel Credit Card](#).

2.4 Accidents and Breakdowns

Call 911 for all emergencies. All accidents involving assigned vehicles, no matter how minor, must be immediately reported to the Virginia State Police (VSP). Faculty and staff must notify their supervisor, the Fleet Service Technician, the college's Risk Manager, and campus security. If towing is required, the Fleet Service Technician will make the arrangements. An Automobile Incident Report (located within the vehicle) must be compiled and submitted to the college's Risk Manager and campus security.

3 Responsibilities

The Chief Operating Office for Facilities, in collaboration with the Vice President for Finance, shall develop, maintain, and promulgate procedures that are consistent with this policy.

4 Procedures

The TCC Fleet Procedures Manual will be followed to implement the provisions of this policy.

5. Definitions

Assigned Vehicle – Vehicle assigned to a specific college employee that requires a vehicle to perform their college assigned duties.

Business Office Point of Contact – College business office personnel responsible for maintaining the keys, binder, and fuel card for the motor pool vehicle assigned to their campus. This individual is also responsible for managing reservations of the vehicle by college faculty and staff.

Driver – Any individual authorized to operate a state-owned vehicle on behalf of Tidewater Community College.

Fleet Maintenance Facility – College-owned facility where service and maintenance of the college-owned fleet is conducted.

Fleet Service Technician – College employee responsible for performing and scheduling the maintenance of the college's motor vehicle fleet.

Fuel Card – A charge card that may be with a motor pool or assigned vehicle that is strictly used for fuel purchases, car washes, or out-of-area emergency repairs. Refer to TCC Policy 4306 for the specific policies and procedures regarding the fuel card.

Leased Vehicle – Vehicle that the college leases from the Office of Fleet Management Services (OFMS) to supplement the college-owned fleet. This vehicle can be utilized as an assigned vehicle or motor pool vehicle.

Motor Pool Vehicle – Vehicle to be used by faculty and staff for college related travel that is assigned to a specific campus.

6. References

[TCC Fleet Procedures Manual](#)

[TCC Policy 3106: Reference and Background Checks](#)

[Virginia Department of General Services Office and Fleet Management Services Policy and Procedure Manual](#)

[Virginia Department of Motor Vehicle's Virginia Driver's Manual](#)

7. Review Periodicity and Responsibility

The Chief Operating Officer for Facilities shall review this policy annually at the first anniversary of its approval and, if necessary, recommend revisions.

8. Effective Date and Approval

This policy is effective upon its approval by the College President on November 16, 2017.

Policy Approved:

Policy Approved:

Procedure Developed:

Edna V. Baehre-Kolovani, Ph.D.
President

Matthew J. Baumgarten
Executive Director of the Real
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9. Review and Revision History

This is the first version of this policy.