DAKOTA COUNTY TECHNICAL COLLEGE
Chapter 6 – Facilities Management

6.14 - Vehicle Use Policy

This policy and the following procedure sets forth the general standards for motor vehicle safety operation and covers the use of State-owned or leased vehicles and the use of personal vehicles when utilized to carry out Dakota County Technical College/State of Minnesota business.

Due to the limited number of pool vehicles, DCTC is unable to provide vehicles at every request. Pool vehicles are available for the exclusive use of academic and administrative departments in order to facilitate essential College business. **When available, individuals are required to use College pool vehicles before using personal vehicles for College business.** Some individuals may need to use their own personal vehicle due to the nature of their College job. Please consult with your supervisor.

Employees are responsible for complying with this Vehicle Use Policy and Procedures.

Procedure 6.14.1 details guidelines concerning:
- Driver Qualifications
- Conditions for Use of a College-Owned or Leased Vehicle
- Reserving a Pool Vehicle
- Vehicle Operation
- Accidents
- Vehicle Breakdown Procedures
- Charges for Use of Pool Vehicle
- Operating Personal Vehicles for College Business

References:
- MnSCU Board Policy 5.19 – Travel Management
- MnSCU Board Procedure 5.19.3 – Travel Management
- MnSCU Board Procedure 5.19.3.1 – Driver’s License Record Check
- State of Minnesota Policy on Drivers’ License and Records Check

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