

## **DCTC Procedure 6.14.1 Vehicle Use**

### **Chapter 6 – Facilities Management**

For purposes of clarification, this procedure includes all vehicles regardless of department affiliation or campus.

#### **Part 1. Authorized Driver Qualifications for all DCTC Pool Vehicles**

1. Authorized drivers for all DCTC Pool vehicles are:
  - a. state employees
  - b. contract employees if authorization to drive a state vehicle is specifically mentioned in their contract
2. All pool vehicle drivers must have a valid U.S. driver's license.
3. All pool vehicle drivers must have a Driver's License Record Check on file prior to driving and must understand Minnesota State Board Procedure 5.19.3.1 – Driver's License Record Check. Driver's License Record Checks are conducted by the Human Resources Office.
4. All pool vehicle drivers must read and adhere to the College's Vehicle Use Procedures (6.14.1) and to Minnesota State Procedure 5.19.3 Travel Management.
5. All pool vehicle drivers must observe all ordinances and laws pertaining to the operation of motor vehicles.
6. All pool vehicle drivers must be at least 21 years old.
7. Pool vehicle drivers cannot be students.

#### **Part 2. Authorized Driver Qualifications for all DCTC Non-Pool Vehicles**

1. Authorized drivers for all DCTC Non-Pool vehicles are:
  - a. state employees
  - b. contract employees if authorization to drive a state vehicle is specifically mentioned in their contract
  - c. student workers or work-study students who have been given permission by college administration
2. All non-pool vehicle drivers must have a valid U.S. driver's license.
3. All non-pool vehicle drivers must have a Driver's License Record Check on file prior to driving and must understand Minnesota State Board Procedure 5.19.3.1 – Driver's License Record Check. Driver's License Record Checks are conducted by the Human Resources Office.
4. All non-pool vehicle drivers must read and adhere to the College's Vehicle Use Procedures (6.14.1) and to Minnesota State Procedure 5.19.3 Travel Management.
5. All non-pool vehicle drivers must observe all ordinances and laws pertaining to the operation of motor vehicles.

#### **Part 3. Conditions for Use of Any College-Owned or Leased Vehicle**

1. State owned or leased vehicles are to be used for official state business only; pool and non-pool vehicles may not be used for personal business or pleasure.
2. The driver must not park the vehicle over night at their personal residence unless prior approval has been granted.
3. Only authorized persons are permitted to ride in state-owned vehicles. Authorized persons include state employees, other persons participating in related state programs, or an individual assisting an employee or student with a disability, if approved by the employee's supervisor, or for student workers or work-study students, the college administration.

4. Departments that use pool vehicles shall use the form that identifies the driver, the vehicle's intended destination, the purpose for the trip, and the total mileage.
5. The driver will be expected to conduct a preventive safety check of the vehicle prior to departure (check tires, headlights, fuel, etc.).
6. Permission to operate College vehicles can be temporarily suspended by Security, the Department Supervisor, the Director of Operations, the President's Cabinet members, or the President pending an investigation.
7. Should weather be inclement, or forecasted to be inclement, to the point that travel becomes dangerous, travel shall be suspended on and off campus for pool vehicles. The determination of inclement weather will be made by the Director of Operations or the President's Cabinet in advance when possible. Indications that travel has become dangerous may include snow covering on roadways, icy conditions, heavy sleet or rain.

#### **Part 4. Reserving a Pool Vehicle on the Main Campus**

1. The driver of the vehicle must pick up the key to the vehicle at the Operations Office.
2. A vehicle reservation form needs to be completed and submitted to the Operations Office during normal business hours (7:30 a.m. to 3:30 p.m. Monday – Friday). Vehicle use is subject to availability. The form link is available at <http://intranet.dctc.mnscu.edu> under quick links.
3. Vehicles generally may be reserved for a maximum period of 24 hours.
4. A faculty member, staff member or an administrator must make reservations. Reservations may never be made at the request of a student.

#### **Part 5. Reserving a Pool Vehicle on the Apple Valley or Eagan Campuses**

1. The driver of the vehicle must pick up the key to the vehicle through the primary designated contact person at the campus.
2. A faculty member, staff member or an administrator must make reservations. Reservations may never be made at the request of a student.

#### **Part 6. Vehicle Operation Guidelines**

The following vehicle operation guidelines are intended to promote the safe use of DCTC vehicles.

1. **Certification of Driver's License** – On the mileage form, employees using state vehicles must certify that they have had their driver's license record checked by human resources. They must also certify that their license is current and valid, and has not been revoked or suspended.
2. **Preventative Maintenance and Safety Check** – The driver should walk around the vehicle prior to departure to check tires and vehicle for safety.
3. **Mileage Log** – On the mileage form, employees must log the number of miles, destination, and purpose of the trip.
4. **Accidents** – See Paragraph 7 for what to do in case of an accident. If an accident is found to be the fault of the operator of the College vehicle, permission to drive in the future may be terminated.
5. **Speed** – The maximum speed for College vehicles is the posted speed limit.
6. **Drugs and Alcohol** – Drugs and alcohol must not be consumed or transported in College vehicles. Any employee found operating a vehicle under the influence of alcohol, medication that induces drowsiness, or drugs will have their driving privileges revoked and may face criminal charges. A driver shall not consume alcohol 12 hours prior to driving a DCTC pool vehicle.
7. **Occupancy** – Total occupancy, to include the driver, shall not exceed the number of seat belts.

8. **Cargo** – Baggage and equipment should be kept in the trunk or as far back in the vehicle as possible to prevent them from becoming dangerous projectiles.
9. **Seat Belts** – Minnesota has a mandatory seat belt law and the College requires that all occupants must use their seat belts. The driver must ensure all passengers of the vehicle are wearing seat belts. The seat belts must remain fastened until the driver has reached the destination.
10. **Headlights** – Always use the headlights regardless of time of day.
11. **Distractions** – There should be no loud music, throwing of objects, or other driver distractions. Mobile/cell telephones for talking or texting may not be used by the driver when the vehicle is in motion.
12. **Signals** – Turn and lane change signals must be used to signal the driver's intentions.
13. **Forward / Reverse Motion** – Most vehicle accidents occur while traveling in reverse. Avoid backing whenever possible, such as by choosing pull-through parking spaces. When reverse travel is necessary, proceed slowly and use the assistance of your passengers.
14. **Weather Conditions** – If it is raining, it is recommended that you lower your driving speed under the posted limit. Roads are most slippery at the start of rain. Surface oil and grease form slick films that are not washed away until after 20-30 minutes of hard rain. Strong winds also make steering difficult. In such conditions, speed should be decreased, the driver should have both hands on the steering wheel, and be alert for other vehicles swerving into his/her path. The driver may opt to pull over until adverse conditions have passed.
15. **Mechanical Problems** – All actual or suspected mechanical problems must be reported immediately to the Operations Office who will have the problem assessed.
16. **Fines** – Fines resulting from traffic or parking violations will be the obligation of the driver.
17. **Keys & Mileage Log** – At the conclusion of the trip, the keys, clipboard, all vehicle/driver related forms must be promptly returned to the Operations Office at the Main Campus or the designated contact person at the Apple Valley or Eagan campuses. Remember to record the beginning and ending odometer readings on the mileage form.
18. **Parking** – The driver must return the vehicle to the pool parking lot and ensure that all interior and exterior lights are turned off and all doors and windows are locked.

Any person found using a vehicle improperly may have their privilege to drive college-owned vehicles revoked.

## **Part 7. Accidents**

Insurance information and this complete procedure are located on the clipboard.

For all accidents, please do the following:

1. Safely stop at the scene. If there is an emergency, call "911," or the local police department. Have passengers get out of the vehicle and away from the road, exiting from the side away from traffic, if possible.
2. Be as calm and courteous as possible.
3. Notify the Operations Office at 651-423-8407. All accidents, no matter how minor, must be reported on a motor vehicle accident form and the College incident report form. Copies of these forms can be found in the glove box of the vehicle.
4. Do not discuss the accident with anyone other than police and College Officials except to obtain driver, vehicle, insurance carrier, and witness information.
5. Acknowledge only facts to the other driver and avoid telling the other driver that you are or the College is at fault for the accident. Be courteous and avoid confrontational language like "fault" and "blame." Be sure to provide the Operations Office with your written report when

you return to campus. They will, in turn, notify the Director of Operations and the Business Office.

6. In the event of bodily injury:
  - a. make absolutely certain that police are informed that there are injuries.
  - b. keep the injured warm and still. Never move a person unless life threatening conditions exist.
  - c. if the injured is taken from the scene for medical treatment, find out where.
  - d. notify Campus Security 651-423-8388 so that the injured person's family can be contacted.

### **Part 8. Breakdown Procedures**

If the vehicle should break down on the road, the driver should:

1. Notify the Operations Office at 651-423-8407.
2. Make arrangements to have the vehicle towed to the nearest garage.
3. Make arrangements for alternate transportation or lodging.
4. If the vehicle has been in an accident, the driver must follow the procedures outlined above, in paragraph 7.

### **Part 9. Charge for Use of Pool Vehicle**

1. The cost for vehicle use is 40 cents per mile. The charge back to the appropriate department's cost center is applied at the end of each month.
2. The departmental account may be liable for the amount of the \$1,000 insurance deductible in the event of physical damage to a vehicle.

### **Part 10. Operating Personal Vehicles for College Business**

1. When using your personal vehicle for College business, the primary liability coverage shifts from DCTC to your personal auto insurance. Your personal auto insurance is the primary payer in the event of a liability loss. DCTC's auto liability insurance is in excess of the employee's personal auto liability insurance.
2. DCTC recommends all drivers using their personal vehicles for College business carry personal auto liability insurance with limits of at least \$300,000 per occurrence. Minnesota state law requires at least \$100,000 per occurrence.
3. DCTC is not responsible for the physical damage to an employee's vehicle. Therefore, employees should also have their own collision and comprehensive insurance coverage.
4. Students cannot be transported in faculty-owned or staff-owned vehicles. There may be cases when it seems efficient to transport a student in a faculty or staff person's private vehicle, but alternative transportation must be arranged.

### **Related Documents:**

- Minnesota State Policy 5.19
- Minnesota State Procedure 5.19.3
- Minnesota State Procedure 5.19.3.1
- State of Minnesota Policy on Driver's License and Records Check
- [Procedure](#)

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