

## USE OF COLLEGE-PROVIDED VEHICLE TRANSPORTATION

### I. Policy Section

14.0 Risk Management

### II. Policy Subsection

14.7 Use of College-provided Vehicle Transportation

### III. Policy Statement

Grand Rapids Community College (GRCC)-sponsored travel may require the use of College-owned vehicles or vehicles rented under the name of the College. The use of College-provided vehicles will be in accordance with the guidelines presented within this policy.

### IV. Reason for Policy

This policy is enacted to provide the College, its staff and its students with procedures designed for the use of College-provided vehicles to minimize the risks inherent in staff and student travel.

### V. Entities Affected by This Policy

Vendors  
All Employees  
Volunteers

### VI. Who Should Read this Policy

- A. Faculty and staff who use College-provided transportation
- B. Volunteers who use College-provided transportation
- C. Budget Control Officers (BCOs) who have vehicles assigned to their departments

### VII. Related Documents

8.3 College Sponsored Travel Policy and Guiding Risk & Liability Practices & Procedures

### IX. Contacts

- A. Policy Owner: Director of Budget & Business Services
- B. GRCC Police Chief

C. Director of Purchasing (Fleet Manager)

IX. Definitions

A. College-Provided Vehicles: Vehicles owned or leased by the College for use by College employees, including vehicles assigned to specific departments and vehicles rented by the College from external agencies for transportation of more than one (1) person. A vehicle rented by faculty or staff for individual travel regarding a conference or seminar is excluded from this policy and procedure.

X. Procedures

A. For Vehicles Assigned to Departments

1. Annually prior to the start of the academic year, all BCOs will contact GRCC Police and provide names of potential employee drivers. —
2. By August 1, the BCO will submit to GRCC Police a College Vehicle Driving Form (available on the GRCC Police website) for each employee that may drive a College-provided vehicle.
3. GRCC Police will verify that each employee has a valid State of Michigan driver's license then notify the BCO of the employee's ability to drive. This decision is final.
4. BCOs are responsible for assuring their assigned vehicle(s) contain current registration and proof of no-fault insurance documents.

B. For Fleet Vehicles or Rented Vehicles

1. At least one (1) month prior to a scheduled travel event, the College employee should:
  1. Notify the Director of Purchasing (all vehicle reservations must be coordinated by the Director of Purchasing).
  2. Provide a copy of the Student Travel Approval Form (student clubs and organizations only), and an approved Leave of Absence form, if applicable.
  3. Complete a College Vehicle Driving Form for all staff that may drive the College-provided vehicle and who have not had their driving record verified in the past twelve (12) months.
  4. Submit the completed form to GRCC Police.
2. GRCC Police will verify that each employee has a valid State of Michigan operator's license. GRCC Police will then email the BCOs the individual driving status. This decision is final.
3. For College activities that occur on a regular basis during a defined time period (e.g. athletic travel), the College Vehicle Driving Form need only be completed once per year prior to the first use of a College-provided vehicle.

C. Fifteen (15) Passenger Vans

1. Students may not be transported in fifteen (15) passenger vans.
2. Passengers should always fill seats from the front of the van to the back.

3. Internal cargo placed in the vans (luggage, equipment) is not to be loaded above the rear seat level. Excessive cargo loading behind the rear axle should be avoided.
4. A spotter should be used, when possible, when backing up a fifteen (15)-passenger van.

D. General

1. All drivers must be twenty-one (21) years old and employees (or authorized volunteers such as club advisors, volunteer coaches, etc.) of GRCC. STUDENTS, INCLUDING STUDENT EMPLOYEES, ARE NOT PERMITTED TO OPERATE COLLEGE-PROVIDED VEHICLES.
2. While operating any College-provided vehicle:
  1. Cellular phones may not be utilized except to the extent permitted by law
  2. All occupants must wear seat belts
  3. Posted speed limits and other applicable motor vehicle operating laws and regulations must be adhered to at all times
  4. The hauling of trailers or external cargo is prohibited
3. It is the responsibility of the authorized driver to self-report suspension, restriction, or revocation of a valid State of Michigan operator's license to GRCC Police. Failure to do so and operating a College-provided vehicle without a proper license could result in disciplinary action, up to and including termination. In addition, the driver will be held responsible for any liability incurred by the College.
4. If the authorized driver is involved in an accident while operating a College-provided vehicle, they should complete the following steps:
  1. If the accident occurs while on campus, call GRCC Police and file a police report.
  2. If the accident occurs while off campus, notify the local law enforcement agency and file a police report. Obtain the name of the responding and/or investigating officer(s), the agency and the police report number.
  3. Report the accident to GRCC Police and the Director of Purchasing.
5. At any time, the Director of Purchasing, GRCC Police, or authorized risk management personnel may recommend the suspension of an employee's "authorization to drive" based on reported traffic violations, unsafe driving or accidents while operating a College-provided vehicle.
6. When checking out College-provided vehicles, the employee must provide a copy of their motor vehicle operator's license. Should any incidents occur, or be reported, this document will be forwarded to

GRCC Police for use in their investigation. This document will be destroyed at the conclusion of each trip, provided no incidents have arisen.

7. College employees who allow an individual to drive a College-provided vehicle without completion of the College Vehicle Driving Form may be subject to disciplinary action, up to and including termination.
8. This policy expressly prohibits the use of any College owned, rented, or leased vehicle for personal, or non-College use by any employee at any time and for any reason. Any reported cases of College vehicle use by employees for personal purposes will be investigated by GRCC Police, and if verified, referred to Human Resources along with a recommendation for disciplinary action, up to and including termination. An employee involved in an accident or any other incident while using a College-provided vehicle for personal or unauthorized use, shall be held personally responsible for any and all financial damages, including personal injury to any party, any property damage, and any civil or criminal damages. GRCC will not in any way indemnify any employee who uses a College-provided vehicle for personal or unauthorized use.
9. Unless circumstances exist, for special occasions that may arise from time to time, all College-provided vehicles, when not in use, are to be kept in their assigned GRCC locations. They are not to be taken home or stored away from campus facilities for any reason, unless prior written approval is obtained from the GRCC Police Chief.
10. If personal funds are expended for fuel or other operating costs while using a College-provided vehicle, request for reimbursement must be made in accordance with the Reimbursement Policy.

XI. Forms

[College Vehicle Driving Form](#)

XII. Effective Date

August 2015

XIII. Policy History

Revised 8/8/07

Revised 8/8/08

Revised 8/2015:

Added prohibition on students driving College-provided vehicles

Added prohibition on transporting students in 15-passenger vans

Revised 8/2019- updated titles

Revised 6/2023 - grammatical, formatting, and title changes

XIV. Next Review/Revision Date

July, 2027