

Lakeland Community College

POLICY TITLE:	VEHICLE USE
POLICY NO:	3354-2-37-18
ORIGINALLY APPROVED DATE:	01/31/2025
REVISED DATE:	N/A
EFFECTIVE DATE:	01/31/2025
NEXT REVIEW DATE:	01/2030
RELATED PROCEDURE:	N/A
RESPONSIBLE OFFICE(S):	VPAS/COLLEGE TREASURER
APPROVED BY:	BOARD OF TRUSTEES

The purpose of this policy is to promote the safe and responsible operation of college vehicles when used by individuals expected to drive on a regular basis. This includes, but may not be limited to, faculty, staff, and students. Any person operating a college vehicle on a regular basis must become an authorized driver. Driving on a regular basis is defined as more than four times per month.

A. Authorized Driver

1. Must be a current college employee.
2. Must be 18 years of age or older, legally responsible for his or her actions, and subject to the college's direction and control.
3. Must have a current and valid driver's license appropriate to the vehicle being driven.
4. Must follow all applicable local and federal laws as well as college policies.
5. Must comply with applicable laws restricting the use of handheld devices while driving.
6. Must allow the college to obtain driving records prior to or upon hire, and the college shall obtain driving records on at least an annual basis for all persons who drive or are expected to drive a college vehicle or their own vehicle on college time with passengers, and every two (2) years for drivers who don't carry passengers.
 - a) Have driving records free of:
 - 1) A current suspension, license forfeiture, or revocation of a state driver's license that restricts an employee's ability to drive at work.
 - 2) Driving without college authorization.
 - 3) An accumulation of 6 or more points on their driver's license in the last 36 months.

B. Driver Responsibilities

1. The driver must operate the vehicle in a safe manner, observing all ordinances and laws pertaining to the operation of motor vehicles.
2. Personal use of college vehicles is prohibited unless explicitly permitted and documented.
3. Drivers should not use electronic devices (e.g., mobile phones) while operating vehicles, except when stopped for an emergency.

4. Per Board policy, smoking, vaping, and/or use of tobacco is prohibited on college property, including outdoor spaces, and throughout college-owned or leased buildings and/or in college-owned or leased vehicles.
5. Drivers are prohibited from operating college vehicles under the influence of alcohol or drugs, including prescription medications that may impair their ability to drive safely.
6. Passengers are limited to authorized individuals, and the number of passengers should not exceed the vehicle's capacity.
7. Fines resulting from traffic or parking violations will be the obligation of the driver.

C. Accidents

1. All accidents must be reported immediately. If a driver is involved in an accident, the college reserves the right to request a copy of the driver's motor vehicle driving record. For accidents involving a personal vehicle being used for college business, the driver's personal vehicle insurance shall be the primary form of insurance coverage.