

College Procedure: 308.3 – Fleet Vehicles
Policy Reference: 308 – Use of College Equipment
Responsible Department: Facilities & Public Safety
Approval Authority: Cabinet
Procedure Owner: Vice President, Facilities & Public Safety
Effective Date: 1/19/2017

Version Number: 3
Legal Counsel Reviewed (yes/no): No
Legal Reference(s):
Scope: College-wide

Reason for Procedure

To protect the health and safety of Kirkwood Community College employees, the College owns and maintains a fleet of vehicles. The following procedure pertains to all College fleet and rental vehicles. Any exceptions to this procedure must be approved by the Vice President of Facilities & Public Safety.

The Procedure

Fleet Vehicles consist of a number of vehicles including cars, vans and buses that are available for use. Travelers should first consider reserving a vehicle from Facilities Fleet Service for Kirkwood related travel, whenever it is determined to be the most economical.

For specific information regarding this service go to [Fleet Vehicle Information](#).

Highlights of the information provided:

Fleet Vehicles:

A list of the Fleet Vehicles available and their intended use.

Using a Fleet Vehicle:

Fleet Vehicles are available through the Facilities & Public Safety. Facilities manages the Fleet services such as making reservations, checking out - checking in of vehicles and vehicle maintenance including wear and tear.

At the end of use, vehicles must be returned clean and with a full tank of fuel. Absolutely no smoking is allowed in a Fleet Vehicle. Any violations will result in additional charges to the department for correction of the issue.

Cost of Using Fleet Vehicles:

To recover the cost of maintenance, wear and tear and replacement of Fleet Vehicles, a charge will be made to each department based on their use. This will be completed monthly by an interdepartmental transfer.

Charges to the department will include a cost for vehicle use. Fuel that needs purchased for a Fleet Vehicle will be paid with a fuel credit card that is provided with each Fleet Vehicle. The credit card is to be used only for fuel, during travel and to fill the tank before returning the vehicle.

Qualifications - Fleet Vehicle Driver and Approved Vehicle Use:

Those driving a fleet vehicle on any Kirkwood business must be a qualified driver by completion of the Motor Vehicle Record (MVR) review through the Human Resource department and be able to provide a currently valid driver's license.

Employees who wish to use a bus must schedule their own driver. A list of bus drivers will be made available upon request. Drivers must be part of Kirkwood's driver pool to ensure they have a proper CDL license, medical physical and are subject to Kirkwood's random drug and alcohol testing program. It is also the employee's responsibility to ensure the driver is paid by submitting a timesheet to Payroll for their hours worked. Drivers are paid from the start of the trip until return.

Fleet Vehicles are available for any Kirkwood related business travel and any length of travel qualifies for using a Fleet Vehicle.

Under certain circumstances a Kirkwood vehicle may be driven to a private residence and parked overnight such as when the driver is departing early in the morning or returning from a meeting/travel late at night. When possible, the vehicle should be parked off the street and should always be locked. Though drivers are permitted to drive a Kirkwood vehicle to a private residence, vehicles are not to be driven for any personal use.

Fleet Vehicle Privileges:

Using a Fleet Vehicle is a privilege and violations are subject to corrective action which could include denial to use the Fleet Service. If denied use of the Fleet Service, an individual may also be denied driving privileges for any Kirkwood business.

Fleet vehicles are easily identified and common sense must be used in the operation and parking of a College owned vehicle. All State and Federal laws must be adhered to when driving a Fleet Vehicle and vehicles are expected to be returned full of fuel and clean.

Reporting Damage:

In the event of a serious accident or injury take immediate appropriate actions to secure needed assistance.

- Any serious or minor accident must be reported immediately to Campus Security at 319-389-1774 and to the Director, Risk Transfer within 24 hours of the accident.
- Any damage must be reported to Facilities and Security no later than the return of the vehicle.
- Provide pictures of any damage when possible.

References

- [Fleet Vehicle Information](#) (vehicle, process, & cost information)
- [Travel and Expense Reimbursement](#) (additional travel related information)

Definitions

Term	Definition
Term 1	
Term 2	
Term 3	
Term 4	

Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
1	1/19/2017	Troy McQuillen, Vice President, Facilities & Security	
2			New Template 5/31/2018
3		Cabinet	Procedure template 9/12/2019