

BAY de NOC COMMUNITY COLLEGE BOARD OF TRUSTEES PERSONNEL POLICIES

400 TRAVEL AND MEMBERSHIPS

404 AUTOMOBILE USE POLICY

It shall be the policy of Bay de Noc Community College Board of Trustees to provide vehicles for employees and to reimburse employees for approved use of employee-owned vehicles on college business in accordance with the guidelines below.

PROCEDURE:

- 404.1 College vehicles may be permanently assigned to those individuals who demonstrate a continuing need for them. Additional vehicles are maintained in a motor pool for use by employees as needed. For out-of-area trips, drivers should request vehicles from the motor pool as soon as possible. Requests are on a first-come, first-serve basis.
- 404.2 Keys and credit cards are issued at Shipping and Receiving for approved use. Keys and credit cards must be returned to Shipping and Receiving as soon as possible. If the car is returned after 4:00 p.m. (M-F) and on the weekends, the car should be locked and keys and credit cards returned to the key drop off box at the shipping/receiving office.
- 404.3 Employees who drive a vehicle on college business must possess a valid driver's license and are responsible for making sure the vehicle meets legal standards for insurance and safety. Employees are responsible for any fines or parking violations incurred as a result of their driving. Seat belts are required while operating any college-owned vehicle.
- 404.4 Employees are not permitted, under any circumstances, to operate a college vehicle or personal vehicle for college business when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes but is not limited to circumstances in which the employee is temporarily unable to operate the vehicle safely or legally because of illness, medication, or intoxication.
- 404.5 Employees may use college vehicles for non-business purposes only with prior written approval of their supervisor.
- 404.6 Employees should only use their personal vehicle if no college vehicle is available. Employees who use their personal vehicle for approved business shall be reimbursed at the rate allowed by the Internal Revenue Service, Form

106, but only if the personal vehicle was used because a college vehicle was not available. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. In addition, employees driving on college business may claim reimbursement for parking fees and tolls actually incurred. Any employees driving college vehicles may claim reimbursement for gasoline and other expenses directly incurred for business purposes. Claims for mileage and reimbursement must be approved by the employee's supervisor and submitted to the Business Office for payment.

- 404.7 Employees driving their personal car on college business, upon request, must show proof of insurance. It is suggested that employees carry \$100,000 - \$300,000 Property and Liability insurance coverage.
- 404.8 Employees must report any accident involving a college vehicle or a personal vehicle used on college business to their supervisor, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 48 hours after the accident. Employees are expected to cooperate fully with the authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.

404 AUTOMOBILE USE POLICY

Policy Origin Date: 09/10/1980
Procedure Revision Date:

Procedure Origin Date: 09/10/1980
Procedure Revision Date: 02/18/2015