

# **NORTHLAND COMMUNITY AND TECHNICAL COLLEGE**

## **4055P VEHICLE USE PROCEDURE**

### **Eligibility for Use of State Vehicle or Personal Vehicle on State Business**

1. Drivers must be employees of the College needing to travel as part of their job function or a student under the direct supervision of an employee needing to travel for college purposes.
2. Drivers shall have a valid driver's license of the type required for the vehicle being used and shall observe all ordinances and laws pertaining to the operation of a motor vehicle.
3. Drivers must complete the driving record check through the Motor Vehicle Records Check process on an annual basis.
4. Drivers must be at least 18 years of age.
5. Travel which is considered to be official College business.
6. Passengers may include only college employees, enrolled college students, or authorized volunteers of the college.
7. Family members, on rare occasions, may travel in state vehicles to special programs, subject to approval by the College President.

### **Scheduling of State Vehicles**

1. Employees will reserve vehicles through the Online Vehicle Check Out process.
2. Students are not able to independently reserve vehicles through the Online Vehicle Check Out process. Students are to coordinate the reservation of a state vehicle through a college employee.
3. The vehicles will be reserved on a first-come first-serve basis.

### **Check out and Return of State Vehicles**

1. All State vehicles are generally parked in designated areas. All State vehicles must be returned to the designated State vehicle location immediately following trips.
2. The keys to these vehicles are available as follows:
  - EGF – Facility access for vehicle storage is provided by the Director of Facilities. Vehicle keys are located in the lock box in the vehicle storage area.
  - TRF – Facility access for vehicle storage is provided by the Director of Facilities. Vehicle keys are located in the lock box in the vehicle storage area.
3. If the vehicle is returned during normal business hours, the keys, mileage sheet, and copies of gasoline receipts shall be returned to the appropriate location. If the vehicle is returned after normal business hours, the items listed above shall be locked in the vehicle.

### **Maintenance and Repair of State Vehicles**

1. Credit cards are issued to purchase gasoline, motor oil, and emergency services.

2. If cash purchases are necessary, contact the college Business Office to determine the appropriate reimbursement procedure.
3. If mechanical trouble occurs during normal business hours, contact the college Business Office for further instructions. If mechanical trouble occurs outside of normal business hours, employees have the authority and should use their judgment to have the vehicle towed, repaired, and/or to rent another vehicle in order to arrive at a safe destination.

### **Insurance Coverage of State Vehicles**

An insurance company identification card is furnished with the vehicle keys. In case of accident involving serious injury or death contact the Claim's Department of the State's insurance company collect. The phone number is on the insurance identification card.

### **Rental Vehicles for State Business**

1. Drivers must be employees of the College.
2. Drivers must be at least 21 years of age.
3. The State of Minnesota has a contract with Enterprise Rent-A-Car. Enterprise is the preferred vendor with which employees are to rent a vehicle for State Business.
4. Employees who do not rent a vehicle with Enterprise, are not to purchase loss damage waiver, personal accident insurance or personal effects protection. An employee who utilizes a vendor other than Enterprise for rental vehicles for State business and purchases any of the insurances itemized above, will be considered a personal expense and the employee will not be reimbursed for these expenses.

### **Traffic and Parking Violations**

Operators are personally responsible for all traffic and parking violations incurred while a vehicle is in their custody. The College will not assume responsibility or make reimbursements for violations, fines, or penalties.

### **Accidents Procedures and Reports**

1. Obtain medical care for any injured person and secure the following information:
  - Names and addresses of all injured persons.
  - Location where the injured were taken.
  - Vehicle owner's and driver's names and addresses.
  - Vehicle license number and description including make, model, color, etc.
  - Names and addresses of all witnesses.
2. Do not make any statement concerning the accident except to police and College Business Office personnel or an identified representative of the State's insurance company.
3. Complete the Official Minnesota Motor Vehicle Accident Report which is available from College Business Office personnel. Fill in all information on both sides of the form.

**NOTE:** *Make a diagram and detailed description of the accident including all pedestrians and vehicles both parked and moving. All other factors and objects that have a bearing on the accident must be included.*

4. Inform the College Business Office personnel of the accident including whether the car can be driven. Make sure the car is secured out of the way of traffic and report locations to the Director of Facilities.
5. Send the Motor Vehicle Accident Report, signed by the driver to the College Business Office. All police reports must be included. Business Office personnel will complete the insurance section. The report will be forwarded to the Department of Public Safety and the State's Insurance carrier.

**NOTE:** *Accident report must be sent to the Business Office within 48 hours. The employee driving the vehicle or serving as the work study supervisor is responsible to insure reports are turned in. In the event the employee is unable to turn in the report because of injury, a preliminary report will be filed. The report will contain as many facts and information as is available.*

### **Responsibilities of Vehicle Operators**

1. The operator of a State vehicle is responsible to:
  - Use the vehicle during the time requested and notify the receptionist of any changes.
  - Safely operate and secure the vehicle. Damage resulting from misuse, abuse, or negligence is the responsibility of the user.
  - Observe all traffic laws and drive in a manner so as to be a credit to the College.
  - Report all defects of the vehicle to the Director of Facilities.
  - In the event of an accident, follow the established accident procedure and notify the Business Office as soon as possible.
  - Return the vehicle to the designated state vehicle location upon completion of travel.
  - Remove all trash from the vehicle.
  - Upon completion of travel, fill the vehicle with gasoline if tank is less than  $\frac{3}{4}$  full.

**NOTE:** *Use of tobacco and alcoholic beverages are prohibited in state vehicles.*

### **Standard Mileage**

Mileage rates have been designated between the following locations:

<b>Travel between locations</b>	<b>Standard Mileage</b>
Airport site and East Grand Forks	50
Airport site and Thief River Falls	5
East Grand Forks and Thief River Falls	52
Roseau and East Grand Forks	120
Roseau and Thief River Falls	63

### **Personal Use of State Vehicle**

Personal use of an employer-provided state vehicle is considered income and is subject to income tax. The personal use value is subject to federal, state, Social Security (FICA), and Medicare taxes. The state will withhold taxes on this value and will include this value in wages on the employee Wage and Tax Statement (W-2) form. Personal use of

an employer-provided state vehicle includes commuting and local and out-of-town personal travel.

Employee personal use of a state vehicle is to be reported on the state vehicle Daily Travel Log so it can be entered in the State of Minnesota payroll system. The value of personal use of employer-provided state vehicle will adhere to the IRS standards.

Date of Adoption: 5/10/07

Date of Implementation: 5/10/07

Date & Subject of Revisions: 6/22/09 – removed info on 21-years of age, revised check-out process, removed business use of personal vehicle language; 8/18/09 SGC meeting finalized  
4/20/10 Added MVRC process  
1/20/11 – Added mileage chart, personal use, misc. language