Cloud County Community College maintains a fleet of college vehicles for use in college-related activities. Vehicles and transportation are the responsibility of the Vice President for Administrative Services. The Vice President for Administrative Services is responsible for:

1. The purchase of new vehicles to add to the fleet.
2. The disposal of vehicles which are no longer appropriate to maintain in the fleet.
3. The maintenance and upkeep of the current fleet.
4. The determination of which vehicles would be appropriate for various activities.
5. The maintenance of appropriate approval forms for using vehicles and the maintenance of records of the use of vehicles in the fleet.

Use of College Vehicles

The College owns a fleet of vehicles for transporting employees and students to and from college activities. All drivers of college vehicles must be approved through the Information Office using the Acknowledgement of Receipt of Vehicle and Transportation Policy form. All trips must be pre-approved by the appropriate supervisor, using the Travel Requisition form. When an employee is using a college vehicle, only other college employees may accompany that employee. This does not exclude others who have an official relationship with the College. There are special circumstances when non-college passengers may be transported in college vehicles. All persons traveling in a college vehicle must be listed on the Travel Requisition form and approved by the appropriate supervisor.

Student Transportation

Students who are representing the College in any fashion will ride in college-approved transportation. Students traveling in college-owned or non-college owned vehicles on college business without a college sponsor is discouraged and allowed only under approved circumstances.

Mileage Payments

Compensation for use of personal car for business purposes will be 35 cents per mile for those who do not have access to a college vehicle. For people who choose to not drive a college vehicle, the reimbursement rate will be 25 cents per mile.
Non-College Use of College Vehicles

Non-College use of college vehicles may not conflict with academic, activity or athletic programs of the college. Non-College use of college vehicles shall be at the discretion of the President or his/her designee for activities scheduled by non-profit groups for non-profit activities. Non-College use of college vehicles shall be at the discretion of the President or his/her designee for other activities. If approved, the group using the vehicles will be required to pay for the cost of the use (fuel, per mile charge and driver) of the vehicle.

Student Drivers

From time to time it may be necessary to have a student drive a college vehicle. The practice should be avoided whenever possible. The student driver must have a valid driver’s license, must be an employee of the college, and/or must be currently enrolled, and must be authorized by the sponsor. All drivers of College vehicles must be approved through the Information Office using the Acknowledgement of Receipt of Vehicle and Transportation Policy form.

Traffic Laws

The driver is required to obey all state and federal traffic laws. The driver is personally liable for any fines, traffic, or parking violations received. Administration shall investigate and take action based on driving convictions in a college owned vehicle. Actions may include, but are not limited to, revocation of college vehicle privileges and/or a written reprimand.

Vehicle Accidents

A police report must be made with the appropriate police agency. Report the accident to the Vice President for Administrative Services as soon as practical, preferably within 24 hours of the accident.

Off-Campus Travel and Transportation (Field Trips)

The sponsor of any group of students making official out-of-town or off-campus trips for instructional purposes or student activities must secure advance approval from the Vice President of Academic Affairs.
Off-Campus Travel and Transportation (Extended Airport Travel)

When traveling to/from airports with travel requiring more than a 2 night stay:

1. Personal vehicle is to be used with mileage reimbursed at $.35 per mile unless there is no conflict with the use of Minivan #19.
   a. If there is a conflict with more than one group/person requesting Minivan #19, resolution will be determined by the Vice President for Administrative Services and will be based on:
   b. Hardship on family members at home – if family has only one dependable vehicle;
   c. Date of submission with travel request paperwork;
   d. Number of travelers, which might necessitate multiple vehicles.

2. If personal vehicle is used, the following procedure will be followed:
   a. A blue Travel Requisition is required with the signature of the appropriate supervisor to verify approval;
   b. Fleet personnel will fill out a trip ticket and staple the approved Travel Requisition to the sheet;
   c. The person requesting mileage is to fill out the odometer section and return to Fleet personnel for mileage reimbursement;
   d. If there appears to be a discrepancy with the mileage submitted, the trip ticket is forwarded to Fleet personnel for resolution.