

STATE OWNED OR LEASED FLEET VEHICLE USE PROCEDURE

I. General Rules

- A. State-owned or leased vehicles will be used for official state business only.
- B. Authorized drivers of vehicles are state employees, students, work-study students and student employees who have been given permission by College Administration.
- C. **Only authorized persons are permitted to ride in state owned or leased vehicles.** Authorized persons are state employees, student or other persons participating in related state programs.
- D. Drivers must have a **Valid Driver's License**.
- E. Vehicles are equipped with seat belts for every passenger. Drivers and all passengers are **required by law** to use seat belts.
- F. It is the responsibility of the driver to follow all traffic laws and use the vehicle for state related business only. Any fines and parking violations shall be the responsibility of the driver.
- G. It is the responsibility of the driver to follow all posted speed limits. Employees driving are asked to observe all local, state and federal speed limits carefully for their own safety as well as improving fuel economy substantially.
- H. **Smoking is strictly prohibited in state owned or leased vehicles.**
- I. When parking the vehicle, please close all windows, remove the keys, and lock the doors. The State is not responsible for the loss of personal materials left in state owned or leased vehicles.
- J. When the vehicle is returned to the compound following use, all personal materials and rubbish must be removed. It is the responsibility of the driver to maintain the cleanliness of the whole vehicle.

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K. Before the state owned or leased vehicle is returned to the campus, it is the responsibility of the driver to fill the vehicle up with gasoline. Credit cards with the appropriate information are with the vehicle in the binder that you received when you picked up the keys. Please make sure you understand how the process works before you leave the campus.

L. Vehicle keys, mileage log and gas cards need to be turned back into the appropriate personnel. If you are returning the vehicle after hours, you may leave the binder along with the keys with either maintenance or security. You are responsible for the vehicle at all times when it is reserved for you.

II. College Travel Area

A. The college travel area for all owned and leased vehicles includes all destinations within the State of Minnesota. Travel to destinations outside of Minnesota will be considered based upon the availability of vehicles being rented through Enterprise Car Rental. **No SCTCC owned or leased vehicles may be driven outside the State.**

III. Charges for Use of a State-Owned or Leased Vehicle

A. Charges for repair, maintenance and supplies (i.e., gas, etc) for vehicles dedicated to departments will be charged back to those departments. All vehicle usage must be maintained through logs as to what departments are using the vehicles, location driven and miles driven.

B. Should a vehicle user need to pay any expenses related to the operation of the vehicle (emergency repair, etc.) full reimbursement shall be made providing a receipt and a completed Expense Reimbursement Form be turned into the Business Office.

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IV. Vehicle Reservation Procedure

- A. Requests for use of the state owned or leased vehicles shall be made by individuals by contacting the Safety and Health Officer through email using Outlook.
- B. Scheduling of vehicles is filled on a first-come, first-served basis.
- C. As the vehicles are often used by more than once daily, it is important that users pick up and return the vehicle at the reserved times. In the event that circumstances arise causing a vehicle to return late, the Safety and Health Officer shall be notified immediately at 320-308-6158.
- D. Keys for state owned or leased vehicles are to be picked up from the office of the Safety and Health Officer located in the Business Office 1-401G.
- E. If you have reserved an owned or leased vehicle and do not need it, please cancel it immediately by contacting the Health and Safety Officer at 320-308-6158.
- F. Vehicles may not be used for transpiration to and/or from the residence of a state employee except if the employee is authorized to conduct business away from his/her workstation and the number of miles traveled or time needed to conduct business will be minimized if the employee uses the vehicle to travel to the employee's residence, either before or after traveling for state business. If this occurs, at no time shall the vehicle be used for personal use.
- G. Users of state owned or leased vehicles are required to record a beginning odometer and an ending odometer and writing it in the mileage log.

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V. Enterprise Rent-A-Car Agreement

A. Any travel destinations outside the State of Minnesota require the use of a rental car. The state has negotiated a \$36.00 daily rental rate, with unlimited mileage, for a mid-size car through Enterprise Rent-a-Car. This contract provides agencies with the best option for travel outside Minnesota. The Enterprise contract includes supplemental liability coverage up to \$2 million per occurrence and full coverage for physical damage to Enterprise vehicles. Because the cost of the vehicle includes this insurance protection, the driver of the rental car is to decline rental vehicle insurance. The driver will not be reimbursed for any cost associated with rental insurance.

VI. Personal Vehicle Use

A. Although state employees at times will use their personal vehicle for state business, this activity should be limited whenever possible. In most cases, a state owned or leased vehicle or an Enterprise vehicle will be more economical. When business travel exceeds 100 miles, the cost to the agency is lower using an Enterprise vehicle compared to the personal mileage reimbursement standard. It is also important to realize that the state cannot insure the use of a personal vehicle; therefore, the employee is responsible for insurance costs, including any deductibles or subsequent loss of use of the vehicle because of damage.

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VII. Gasoline Purchases/Emergency Repairs

A. Employees will fill vehicle before returning the vehicle to the campus. A State of Minnesota credit card, along with a listing of contract gasoline stations, may be found in the binder you were given when you received the keys. Make sure you understand how the procedure works to pay for the gasoline before you leave. For all vehicles that are owned by the St. Cloud Technical and Community College, your pin number will be assigned to you. For the leased vehicles, only the pin number that has been assigned to that vehicle will work. Please make sure to keep all receipts for gas.

B. In the event the vehicle breaks down, call the maintenance office (320-308-3382) or the Health and Safety Officer (320-308-6158) during office hours. For nights and weekends, call the Maintenance Supervisor at (320-249-0276). They will give you instructions on what to do with the vehicle.

C. Any problems detected with the vehicle should be noted on the reverse side of the mileage log included with the keys. Serious problems need to be reported to the Safety and Health Officer at 320-308-6158 immediately.

VIII. Accidents

A. When a state owned or leased vehicle is involved in any type of accident, instructions are as follows:

1. All accidents need to be reported to the local police department.
2. Secure the names and addresses of all injured persons, owners and drivers, their driver's license number and the license numbers of all vehicles involved.
3. Get the names and addresses of all witnesses.
4. **Do not admit liability or make any statement except to the police, college personnel or an identified representative of the state.**



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5. Contact the Safety and Health Officer (320-308-6158) or the Maintenance Department (320-308-3382) during business hours or the Safety Officer (320-360-1961) or Maintenance Supervisor (320-249-0276) in the evening or weekends to inform someone of the accident and whether or not the state owned or leased vehicle can be driven. If the vehicle cannot be driven, make sure the vehicle is out of the way of traffic.
6. Within 24 hours, all accident report forms need to be turned into the Safety and Health Officer. Please include any information received from the officer who responded to the accident.
7. In case of a personal injury or a death reporting of the accident needs to be immediate to your supervisor or the Safety and Health Officer.

IX. Driver Eligibility

- A. In order for state employees to be eligible to operate a state owned or leased vehicle, their Motor Vehicle Report must be obtained and compared with the following criteria. Should you have any questions regarding eligibility, you can speak with your supervisor or the Safety and Health Officer.
- B. Eligible Rating
 1. No more than two (2) minor violations in the last three (3) years.
 2. No more than one (1) at-fault accident in the last three (3) years.
- C. Conditional Rating
 1. No more than three (3) minor violations in the last three (3) years.
 2. No more than two (2) at-fault accidents in the last three (3) years.
 3. Any combination of minor violations, major violations and at fault accidents in the last three (3) years totaling no more than three (3) occurrences.
- D. Ineligible Rating

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1. One (1) or more major violations in the last five (5) years.
2. Four (4) or more minor violations in the last three (3) years.
3. Three (3) or more at-fault accidents in the last three (3) years.
4. Any combination of minor violations, major violations, and at-fault accidents in the last three (3) years totaling four (4) or more occurrences.

E. Definitions:

1. **At-Fault Accident:** Any accident where the driver is cited with a violation or negligently contributes to the incident or any single vehicle accident where the cause is not equipment related.
2. **Major Violations:**
 - a) *Driving under the influence of alcohol or drugs*
 - b) *Failure to stop/report an accident*
 - c) *Reckless driving*
 - d) *Driving while impaired*
 - e) *Making a false accident report*
 - f) *Homicide, manslaughter or assault arising out of the use of a vehicle.*
 - g) *Driving while your license is suspended or revoked.*
 - h) *Careless driving*
 - i) *Attempting to elude a peace officer*
3. The term Minor Violation shall include any moving violation other than the Major violations listed above.

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F. You must notify your supervisor and the Safety and Health Officer no later than the beginning of your next shift after losing your driver's license through suspension, revocation, cancellation, disqualification or expiration. You must notify the Safety Officer with in two (2) business days of receiving any moving violation. All motor vehicle reports will be reviewed by MnSCU's Risk Management Division. Personnel of the college do not review or determine your eligibility status.