

	<b>POLICY</b>	<b>Motion No.</b>	<b>FF 1013-2021</b>
	<b>Employee Operation of College Vehicles</b>	<b>Effective Date</b>	<b>04/20/21</b>
		<b>Responsible Department</b>	<b>Finance &amp; Facilities</b>
		<b>Attorney Review / Date</b>	<b>N/A</b>

Employees may need to drive college owned or leased vehicles when working for the College. Employees who drive a college owned or leased vehicle are expected to drive with care and to obey all traffic ordinances. Traffic violations of any sort will be the responsibility of the employee driver.

Should an accident with injuries occur while driving a College owned or leased vehicle, the first line of insurance coverage will be the injured individual's personal medical insurance and the second line of coverage will be the College's auto insurance policy.

Employees who wish to drive a College owned or leased vehicle must first be approved to do so, in accordance with the Motor Vehicle Record Evaluation Procedure, by the College's business office. Once approved, employees must be reevaluated annually or as needed.

<b>Effective Date</b>	<b>Motion Number</b>	<b>Document Author</b>	<b>Description of Change</b>
04/20/21	FF 1013-2021	Finance & Facilities	Initial Release