



Fleet Operation Procedures

Number: BO-290

Policy Number (if applicable): 30.001

Office of Primary Responsibility: Office of the Chief of Staff

Effective Date: November 6, 2017

Purpose:

The Office of Fleet Operations implements processes by which the safety of Hocking College students, faculty, staff and the public is a central concern. The Office of Fleet Operations' staff performs various aspects of specific coordination, support, and enforcement for maintaining the College's motor vehicle fleet and related equipment.

Definitions:

1. "Motor Vehicles" includes cars, trucks, buses, boats, heavy equipment, trailers, ATV's, farm equipment and all other on and off road vehicles.
2. "Approved Driver" is an employee or person who has been approved by Hocking College Police Department and has a valid drivers license.
3. "Driver Approval Process" is the process by which an employee or person must follow and be approved to drive a College owned vehicle.

Procedures:

I. Hocking College Fleet

A. Fleet Management maintains the College's fleet of vehicles needed to conduct day-to-day business activities.

B. College departments are required to utilize the fleet of vehicles unless the department can demonstrate that a cost savings can be realized by the purchase, lease, or vehicle rental from an external source.

II. Acquisition of Vehicles

Acquisition of any motor vehicle regardless of the method obtained (purchased, leased, donated) or intended use requires approval of the College President prior to vehicle acquisition. The President must approve all vehicle acquisition forms.

II. Vehicle Standards

Motor vehicles acquired by the College must meet or exceed safety, mechanical, and appearance standards as determined by Fleet Operations Supervisor.

III. Receipt, Acceptance, and Registration of Vehicles

- A. Fleet Management acts as the receiver for all newly obtained College vehicles regardless of source.
- B. Fleet Management must ensure that:
 - 1. The vehicle complies with specifications.
 - 2. The vehicle adheres to mechanical, appearance and safety standards.
 - 3. The title and registration are properly filed.
 - 4. Insurance is in force.
- C. Fleet Management maintains all legal documents pertaining to the titling, registration, and transfer of all College owned vehicles.
- D. The Fleet Operations Supervisor authorizes all titling and registration transactions and coordinates registration and licensing with the lessor and the Purchasing Department for all vehicles leased by the College.
- E. All vehicles owned or leased by the College must display a State license plate as assigned by Fleet Management.

IV. Business Use of Vehicles

- A. College vehicles are to be used only for authorized College business. It is the responsibility of the department head to enforce proper use of College vehicles assigned to the using department.
- B. D. The College's fleet of vehicles should be used whenever possible for approved business travel by automobile that originates from Hocking College.
- C. Usage of College vehicles must be documented on a mileage/use log.
- D. College vehicles are to be housed on College property when not in use. Any exceptions must be approved by the Fleet Operations Supervisor.
- E. College vehicles are to be operated only by authorized individuals.
 - 1. An individual is considered authorized once the Driver Background Check Form has been completed and approved by the Hocking College Police Department.
- F. Drivers of any College-operated vehicle must comply with all state and local traffic laws. Drivers are responsible for payment of any fines resulting from violation of motor vehicle regulations while operating College vehicles.
- G. Only authorized passengers may ride in College vehicles. These may be faculty, staff, students, or guests of the College. Any exceptions must be approved by the Fleet Operations Supervisor.

V. Personal Use of Vehicles

- A. Personal use of a State vehicle is prohibited except when employees are required to travel for business on a regular basis, and it is inefficient and more costly to return to a central point and exchange a State vehicle for a personal vehicle.

VI. Driver Qualifications

- A. At a minimum, all drivers of College vehicles:
 - 1. Must have a valid Drivers License.
 - a. Must be at least 18 years of age.
 - b. Must be a College faculty, staff, student employee, students in academic programs involving a fleet vehicle operations, or otherwise working in an

- official capacity for the College.
- c. Must be authorized by HCPD.
 2. All individuals authorized to drive Hocking College Fleet vehicles shall self report any moving violations, tickets, accidents, or other incidents they are involved in while driving a vehicle to HCPD immediately or as soon as possible. Failure to self-report may result in disciplinary action.
 3. Drivers of fleet vehicles may be subject to periodic alcohol and drug testing.

VII. Road Emergency Procedures

- A. Accidents – Should an accident occur a report must be filed with the police department holding jurisdiction. Drivers must report all accidents to Hocking College Police Department and Fleet Management within 24 hours. Any accident involving personal injury or a vehicle requiring a tow must be called in to Hocking College Police Department or Fleet Management immediately. Accidents not completely reported within the 24-hour period may result in disciplinary action. Any driver involved in any accident is subject to alcohol and drug testing. Drivers that fail to contact Hocking College Police Department and Fleet Management within 24 hours will lose their driving privileges for one year. The Hocking College Police Department will review the accident report to determine whether driving privileges should be suspended. If a person's driving privileges are suspended, he or she may apply for reinstatement 12 months from the date of the suspension.
- B. Breakdowns On the Road – If a fleet vehicle should breakdown off campus, the driver will notify Hocking College Police Department and Fleet Management. Hocking College Police Department in consultation with Fleet Management, and based on the location of the vehicle, the time of day and the circumstances of the breakdown, what action should be taken such as towing or repair service.
- C. Fleet Management processes all insurance claims for College vehicles in collaboration with the fiscal office responsible for insurance and risk management.