

personal automobile insurance coverage that meets or exceeds the minimum requirements set forth by statute or motor vehicle code, and (d) must have completed required driver safety training prior to operating a college owned vehicle. In addition, individuals who will drive a bus must also complete online and in-person bus driver training before driving a bus on a trip. Failure to provide these documents will prevent an employee from traveling on college business. A copy of the driver license, current insurance certificate, and proof of required vehicle training must be provided to the Facilities Department before travel begins.

Each driver must obey all traffic laws, whatever the jurisdiction. The College will not reimburse any employee for fines or other financial penalties assessed for the unlawful operation of any vehicle while on college business.

Student drivers are limited to the use of College owned cars and pickups; students may not drive the Ford van, bus 22, or bus 23.

Approved drivers can reserve a college vehicle by accessing the Outlook email system and opening the shared calendar (i.e. #Veh-Bus22, etc.).

Vehicles available for use are:

#veh- 2017 Subaru Crosstrek with capacity of 5 passengers including the driver	– .50/mile*
#veh-2015 Tundra – Pickup with capacity of 4 passengers including the driver	– .50/mile*
#Veh- 2004 Taurus – Car with capacity of 5 passengers including the driver	– .50/mile*
#Veh- 2003 Honda – Car with capacity of 4 passengers including the driver	– .50/mile*
#Veh- 2002 Honda Accord – Car - 4 passenger Capacity including the driver	– .50/mile
#Veh-Bus22 – Bus with capacity of 15 passengers including driver	– 1.20/mile*
#Veh-Bus23 – Bus with capacity of 15 passengers including driver	– 1.20/mile*
#Veh-2015 Ford Transit – Van - capacity of 2 passengers including the driver	– .50/mile*

*Mileage rates are set by the College and reviewed annually.

Drivers who plan to leave the college before Facilities is open, must (a) complete the College Vehicle Release form (form can be found on the BMCC Website) and (b) pick up the vehicle packet prior to the trip.

The vehicle packet includes the vehicle release form, keys, gas credit card, mileage log (used for maintenance purposes), and pre-operational checklist. The driver is responsible for pre-travel safety equipment checks (e.g., spare tire, tire jack, first-aid kit, etc.). If such items are missing from the vehicle or items need restocked, contact the Facilities Department before travel begins.

The Facilities Department will review the vehicle reservation calendar and ensure the mechanical soundness, safety equipment checks, and proper maintenance of vehicles has been completed before the vehicle is reserved.

Upon returning the vehicle, drivers are responsible for filling the gas tank (before and after) the trip. The vehicle will be returned to the Facilities office for inspection. The operator returning the vehicle must have the Director of Facilities & Grounds or the Facilities Assistant inspect the

vehicle before the vehicle is parked in the designated fleet parking area. Drivers are also responsible for:

- Properly disposing of trash and removing personal items from the vehicle
- Completing the vehicle release form in its entirety then returning the vehicle packet to the Facilities Department so the next person can utilize the vehicle
- Reporting any concerns about the condition or performance of the vehicle to the Facilities Department when returning the vehicle
- Immediately reporting any vehicle accidents to the proper college authorities. Each college vehicle has an accident checklist to assist drivers on the proper action to take and an incident report should be filed in accordance with procedure 01-2006-0018 - Incident Reports.

Forms: College Vehicle Release with Vehicle Operational Checklist