

College Operating Procedures (COP)



Procedure Title: Verification of Driver's Licenses and College Vehicle Use
Procedure Number: 01-0107
Originating Department: Office of the President

Specific Authority:

Board Policy
Florida Statute 1001.65
Florida Administrative Code

Procedure Actions: Adopted: 12/11/15

Purpose Statement: Florida SouthWestern State College will permit college employees to operate College Vehicles when the vehicle is operated in accordance with this College Operating Procedure.

Guidelines:

The vehicles which are the subject of this College Operating Procedure are passenger motor vehicles which are either owned by the College or leased by the College for a term exceeding one month ("College Vehicles"). The department which has regular use of any College Vehicle is responsible for collecting a copy of both sides of the driver's license from every employee who will be authorized to operate the College Vehicle. The Department is then responsible for working with the Public Safety Department to verify each driver's license. The Department is responsible for repeating the license verification procedure each fiscal year for each authorized driver.

Unless authorized for personal use, all College Vehicles are to be parked in the Facilities Department Parking Lot when not in use. The acquisition of all College Vehicles must be coordinated with General Counsel's Office so that the College Vehicle can be added to the College's fleet insurance coverage.

Procedures:

1. Drivers.

Except when the operation of a College Vehicle is an integral part of an approved academic program, all drivers must be College employees. Drivers must possess a valid Florida Driver's License of the class required for the vehicle(s) that they are authorized operate. No employee is permitted to drive a College Vehicle when their license is suspended or revoked. A driver's privilege to drive College Vehicles may be refused or revoked if determined to be in the best interest of the College by the responsible Vice President.

2. Driver's Responsibilities.

Drivers are fully responsible for enforcement of the following rules relating to safety. The authorized driver shall:

- Perform a pre-trip safety inspection;
- Not permit any unauthorized person to drive the vehicle;
- Not to text while driving;
- Use seat belts or other available occupant restraints and require all occupants to use seat belts or occupant restraints, in accordance with federal and state laws.

- Not operate the vehicle unless all occupants are wearing the appropriate restraints;
- Not permit total occupancy to exceed the number of seat belts;
- Not drive under the influence of drugs or alcohol, or drive if using a medication that has any warning of any impairment, including without limitation, a warning for drowsiness or not to use when operating heavy machinery;
- Observe and obey all the traffic laws and regulations while driving College Vehicles;
- Immediately report any changes driver's license status the Department Head and accept removal of driving privileges, if applicable;
- Not permit smoking in the College Vehicles; and,
- Ensure safe vehicle operation.

3. Duties in the Event of an Accident.

In the event of an accident the driver will promptly report the accident to the law enforcement agency with jurisdiction. The driver will also notify their immediate supervisor and College Risk Management and, if requested by Risk Management, provide a written report of the details relating to the accident. Risk Management, will coordinate the sharing of information with the Florida College System Risk Management Consortium.

4. Passengers.

Except when personal use is authorized as provided in Paragraph 8 below, passengers must be students, employees, or official authorized guests. The carrying of passengers in a College Vehicle requires that the trip be for a college business purpose.

5. Vehicle Mileage Report.

Except when the operation of a College Vehicle is an integral part of an approved academic program, mileage must be recorded on a Vehicle Mileage Report. It shall be the driver's responsibility to record the required information accurately and legibly on the report each time any vehicle is used for any purpose.

The vehicle mileage report shall require, but not be limited to the following information:

- Vehicle Identification (License Plate Number)
- Department Making Use Vehicle
- Trip origin date.
- Starting odometer reading.
- Business Purpose of Trip
- Destination
- Trip End Date
- Ending Odometer Reading
- Driver's Name and Signature

A copy of the Vehicle Mileage Report must be available for inspection at any time and submitted on an annual basis to the Payroll Office.

6. Maintenance.

The Department making primary use of the College Vehicle is responsible for periodic maintenance which shall be performed at the manufacture's recommended intervals. Both scheduled maintenance as well as other maintenance as required, to maintain a safe and reliable vehicle. Complete maintenance records shall be kept for each vehicle containing, but not limited

to, the maintenance schedules for the required services and service provider, date, mileage, cost, and description of services performed.

7. Parking and Other Citations.

All operators of College Vehicles are personally responsible for any traffic or parking violations sustained while driving the vehicle. The College does not pay for traffic or parking violations. The College will not defend any driver who has operated a College Vehicle in violation of traffic laws or College Operating Procedures.

8. Personal Use.

Employees will be permitted to make personal use of a College Vehicle only with the written approval of the appropriate Vice President. Personal use must first be coordinated with the General Counsel's Office so that Risk Management may arrange for the purchase of any necessary additional insurance coverage. The Driver Agreement (GC-10) must be completed and signed and a copy delivered to the General Counsel's Office prior to making personal use of a College Vehicle. Personal use of College Vehicles will result in the employee be treated as receiving in kind income in the values of the vehicle's use for personal business.

Employees who are permitted to make personal use of a College Vehicle agree that:

- The cost associated with all use of the vehicle, other than as shown in my vehicles logs as official College business, will be treated as personal use and the employees personal responsibility;
- They are responsible for the annual submission of the Annual Certification of Business Use of Commentary Vehicles (Form HR-074). This certificate is due in the Payroll Office annually within 10 business days after October 31st of each year. Along with the Form HR-074, there is also to be submitted complete copies of my vehicle usage logs for the twelve month period ending October 31st;
- The value of the personal use will be treated as in-kind income and included on the employees Federal Form W-2, however, this in-kind income will not be considered part of the employee's base compensation for any other purpose at the College;
- The in-kind income shall not be included as part of the employee's base compensation for any other purpose;
- If the annual mileage of any leased vehicles vehicle exceeds the maximum permitted annual limit then the personal user will agree to pay their pro-rata share of any additional lease charges:
- The user's share will be calculated by multiplying the additional charge for the year by a fraction the numerator of which is vehicle mileage for my personal use of the vehicle during the year and the denominator of which is the total mileage for the vehicle for the year in questions; and,
- The Vehicle is to be operated only by College employees who are 18 years of age or older.