



Category
STATE MOTOR VEHICLE OPERATION – 4:03:02:00
Approval
Corresponding Policy: TBR Policy 4:03:02:00
Leadership Council Approved: July 28, 2017
Effective Date/Approved: July 28, 2017
Revised: February 23, 2010; November 4, 2016; July 28, 2017
Responsible Parties: Vice President for Marketing and Campus Activities

I. PURPOSE

The purpose of this policy is to establish the operating procedures concerning the maintenance and operation of motor vehicles by employees and appropriately approved volunteers of Motlow State Community College.

II. REQUESTING THE USE OF A STATE MOTOR VEHICLE

- A. All requests for travel must be submitted to the appropriate vice president, through the appropriate budgetary head, on the regular Travel Authorization Form (TR 1) or "blanket travel" authorization that must have been completed and placed on file in the Marketing and Campus Activities Office and the Business Office.
- B. If the use of a state-owned vehicle is requested, the applicable part of the TR 1 must clearly reflect this request. A copy of this TR 1 will be returned to the individual to verify approval. Reservations for use of all vehicles will be made on a first-come, first-served basis by calling the Marketing and Campus Activities Office (ext. 1687) for Moore County vehicles or the Smyrna Front Office (ext. 7800) for Smyrna vehicles.
- C. The rear seat of the two larger vans has been removed to limit the number of passengers and cargo allowed in the vans at any one time due to safety concerns. The new capacity now of each van will be limited to a maximum of ten (10) passengers plus one (1) driver and ten (10) pieces of luggage weighing a maximum of fifty (50) pounds each or a maximum total of five hundred (500) pounds of luggage at any one time.

III. PICK-UP & RETURN OF THE VEHICLE & KEYS

- A. Moore County Campus Housed Vehicles
 - 1. Keys for the state-owned vehicles are kept in the Marketing and Campus Activities Office. A "Trip Log" form and keys must be picked up by 4:30 p.m. or other arrangements made with the office. Vehicles returned during normal working hours of the college should be parked in the parking lot at Facility Services, with the keys and trip log returned to the Marketing and Campus Activities Office.
 - 2. Vehicles returning after 4:30 p.m. should also be parked in the Facility Services Building parking lot with the keys and trip log either given to the watchkeeper or dropped in the key lock box, which is located near the rear entrance of the building.

B. Smyrna Campus Housed Vehicles

1. Keys for these state vehicles are kept in the Smyrna Front Office. A "Trip Log" form and keys must be picked up by 4:30 p.m., unless other arrangements are made with the Smyrna Front Office.
2. Employees should park vehicles being returned in the Staff/Faculty parking area. The keys to the vehicle and the trip log will be returned to the Smyrna Front Office, unless other arrangements are made with the office staff.

NOTE: All vehicles should be returned to the appropriate campus with 1/2 tank or more of gasoline in the vehicle.

IV. PRIORITY FOR VEHICLE USE

- A. All out-of-state, upon approval by the President, and in-state travel must be approved in advance. A TR1 form must be properly executed and approved as described above.
 1. Approval for out-of-state travel must be secured two weeks in advance.
 2. Approval for in-state travel must be secured one week in advance. Therefore, first-come, first-priority with these two exceptions: (1) economic consideration, or (2) distance consideration.

V. SERVICE-IN-ROUTE

- A. There are now two avenues by which to obtain general maintenance on Motlow State Community College vehicles should the need arise while in route. Emergency repairs in excess of \$500 per occurrence must first be approved by the Director of Facilities Services.
- B. General vehicle maintenance can now be obtained at State of Tennessee authorized FUELMAN service locations. The complete list of FUELMAN service locations can be found in the yellow folder in the glove compartment of each MSCC vehicle.
- C. Repairs on Motlow State Community College vehicles can be made out-of-pocket up to the \$500 level. Reimbursement will be made upon submission of the TR2 along with attached vendor invoices for the repairs.

VI. VEHICLE MAINTENANCE CONCERNS

- A. The Facility Services Department will perform routine and preventative maintenance on Motlow State Community College vehicles.
- B. Vehicle users are asked to indicate any troubles experienced during vehicle use on the "Vehicle Trip Log" on the line indicated at the bottom of the form.

VII. LIABILITY INSURANCE

- A. Motlow State Community College does not individually have liability insurance. If an individual is injured in an accident, he/she may file with the State of Tennessee, Division of Claims Administration.
- B. Each employee and appropriately approved volunteer who operates a state-owned vehicle or who may use his/her own vehicle for official college activities should have a liability insurance rider for such coverage with his/her own insurance company.

VIII. DRIVER LICENSE REQUIREMENT

All Motlow State Community College employees and appropriately approved volunteers operating a state-owned vehicle must have a valid state driver license in their possession.