

## 2.31 Use of College Vehicles

**Last Revised:** April 2021

**Policy:** Piedmont Community College (PCC) vehicles are provided as a convenience to assist faculty and staff in carrying out their responsibilities to the institution.

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**Purpose/Definitions:** This policy outlines the procedure by which the College vehicles should be used by College personnel.

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**Approval Authority/Monitoring Authority:** Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Administrative Services/CFO has monitoring authority for this policy.

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**Procedure:**

Section 1: All College Vehicles

- 1.1. Only approved College employees are allowed to drive College vehicles. Students are not permitted to drive any College vehicle unless it is required to fulfill course requirements as defined by the student learning outcomes.
- 1.2. Upon employment any employee who will be driving a College vehicle must provide a copy of a valid driver's license and any special licenses to the Administrative Assistant to the Vice President (VP), Administrative Services/CFO prior to driving a vehicle.
  - 1.2.1. It is the responsibility of the employee to notify the Administrative Assistant to the VP, Administrative Services/CFO of any changes in the status of their license(s) and to provide copies of renewed licenses (see Exhibit 2.31A PCC Request for Travel form).
- 1.3. Drivers will abide by all applicable traffic laws and regulations and are personally responsible for any traffic violations.
- 1.4. The College reserves the right to deny the use of vehicles to anyone.
- 1.5. Pre-Trip Inspection: A pre-trip inspection should be performed by the driver at the beginning of each trip and every twelve (12) hours of travel.

- 1.5.1. Items to inspect include but are not limited to lights, horn, wiper blades, tires, glass, and fluid leaks. Vehicles should also be inspected prior to use for any deficiencies such as cleanliness, damage to vehicle, and low fuel.
- 1.5.2. Any noted deficiencies should be reported in writing to the VP, Administrative Services/CFO.
- 1.6. Unless otherwise noted, all maintenance and repairs of vehicles should be scheduled and arranged by either the Administrative Assistant to the VP, Administrative Services/CFO or a member of the Buildings and Grounds staff on the Person County Campus or by the Coordinator, Buildings and Grounds on the Caswell County Campus.
- 1.7. All accidents should be reported to the VP, Administrative Services/CFO as soon as possible.
  - 1.7.1. If personal injury or property damage is involved, the police and/or State Highway Patrol should be notified immediately. This is the driver's responsibility.
  - 1.7.2. The VP, Administrative Services/CFO is also to be notified promptly about minor scratches, dents, or other damage. Any needed repairs, adjustments, or service should be reported on a College work order form.
  - 1.7.3. All vehicles should be left clean and in good repair upon return to the College.
- 1.8. In emergency situations, or in situations where safety is a factor, drivers should have necessary service(s) performed on the road and report such service(s) to the VP, Administrative Services/CFO upon return.
  - 1.8.1. Expenditures for repairs made on the road, plus other needed service, will be reported to the Business Office.
- 1.9. Reports on mileage should be made in the logbook assigned to each College vehicle as appropriate.
- 1.10. Prior to each trip, keys and logbooks should be picked up and returned promptly after use.
  - 1.10.1. Keys and logbooks should be picked up from the receptionist in A Building on the Person County Campus

- 1.10.2. Keys and logbooks should be picked up from the Campus Coordinator, Caswell County on the Caswell County Campus.
- 1.11. As a courtesy to other users, the gas tank should be filled as appropriate. At a minimum, the car should never be returned with less than ½ a tank of gas.
- 1.12. All College vehicles (except Maintenance vehicles) should be scheduled in advance with the Switchboard in Building A on the Person County Campus and with the Campus Coordinator, Caswell County on the Caswell County Campus.
  - 1.12.1. Vehicles will be assigned on a first-come, first-served basis except as noted in the specific vehicle type procedure outlined below.
- 1.13. College vehicles may not be used for personal business or pleasure.
- 1.14. Individuals driving College vehicles are required to obey all traffic laws and to exercise good judgment with respect to best driving practices.
- 1.15. Drugs and alcohol must not be consumed or transported in College vehicles.
  - 1.15.1. Any employee found operating a vehicle under the influence of alcohol, medication that induces drowsiness, or drugs will have their driving privileges revoked and may face criminal charges.
  - 1.15.2. A driver shall not consume alcohol 12 hours prior to driving a College vehicle.
- 1.16. The use of tobacco products is prohibited in any vehicle.
- 1.17. Baggage and equipment should be kept in the trunk or secured to prevent them from becoming dangerous projectiles.
- 1.18. The College requires that all occupants use their seat belts in accordance with the North Carolina mandatory seat belt law.
  - 1.18.1. The driver must ensure all passengers of the vehicle are wearing seat belts. The seat belts must remain fastened until the driver has reached the destination. The driver should visually check, as well as verbally inform, the passengers.
- 1.19. There should be no loud music, throwing of objects, or other driver distractions inside College vehicles.
  - 1.19.1. Use of mobile telephones and/or any hand-held devices by the driver when the vehicle is in motion is prohibited.

- 1.20. The driver must slow down and use caution when driving over speed bumps or potholes. This will avoid damage to College vehicles as well as preventing jolts to passengers in the rear of the vehicle.
- 1.21. The College reserves the right to cancel scheduled trips with College vehicles due to weather and road conditions.
- 1.22. The employee is responsible for notifying the College of any of the occurrences outlined below since the College would not otherwise have record of these offenses. An employee who has had one of the following to occur during the 24-month period preceding their use or request for use of a College vehicle may be considered a “Disqualified Driver”:
  - 1.22.1. Accumulating more than 7 points on his or her driving record,
  - 1.22.2. Receiving a citation (ticket) while driving a College vehicle,
  - 1.22.3. Having an “at fault” motor vehicle accident within the six (6) months preceding a request to drive a College vehicle, or
  - 1.22.4. Having been charged with one of the following offenses preceding a request to drive a College vehicle:
    - 1.22.4.1. Driving Under the Influence (DUI)
    - 1.22.4.2. Driving While Intoxicated (DWI)
    - 1.22.4.3. Leaving the scene of an accident
    - 1.22.4.4. Refusal to take a chemical test for intoxication or drug use
    - 1.22.4.5. Causing an accident that involves a pedestrian
- 1.23. A Disqualified Driver may not drive a College vehicle until:
  - 1.23.1. his or her Motor Vehicle Record has been reviewed by the VP, Administrative Services/CFO and
  - 1.23.2. the Disqualified Driver has satisfied the corrective, preventative and/or educational measures which may include, but are not limited to, successfully completing an approved defensive driving course; and/or waiting a specified period of time before being permitted to again drive on College business.

Section 2: State-Owned Fleet Vehicles

- 2.1. Use of State-owned fleet vehicles will be governed by the NC Department of Administration Motor Fleet Management Regulations Manual <http://www.ncmotorfleet.com/regmanual.aspx>. Each employee is responsible for becoming familiar with the regulations outlined in that manual.
- 2.2. Cost of the car will be \$0.20 per mile and will be billed to the appropriate College budget after each use.

Section 3: College-Owned Fleet Vehicle

- 3.1. Use of College-owned fleet vehicles will be governed by the NC Department of Administration Motor Fleet Management Regulations Manual <http://www.ncmotorfleet.com/regmanual.aspx> as is appropriate.
  - 3.1.1. Each employee is responsible for becoming familiar with the regulations outlined in that manual.
- 3.2. Cost of the car will be \$0.20 per mile and will be billed to the appropriate College budget after each use.

Section 4: College-Owned Maintenance Vehicles

- 4.1. College Buildings and Grounds personnel are the only authorized drivers of College-owned Maintenance vehicles.

Section 5: College-Owned Instructional Vehicles

- 5.1. Maintenance of instructional vehicles will be the responsibility and expense of the instructional department for which they are used.
- 5.2. All drivers must have appropriate licensing for the type of vehicle being used.

Section 6: List of College Vehicles

- 6.1. The Office of the VP, Administrative Services/CFO maintains a list of College vehicles, their classification, and the department/area of responsibility (see Exhibit 2.31B College Vehicles).

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**Legal Citation:** [N.C.G.S. 20](#); [N.C.G.S. 115D-21\(a\)](#); [NC Department of Administration Motor Fleet Management Regulations Manual](#)

**History:** Effective July, 2012; Revised April 2021

Exhibit 2.31A PCC Request for Travel form



**PIEDMONT COMMUNITY COLLEGE  
REQUEST FOR TRAVEL**

PCC 1130  
Revised 04/2021

In-State       Out-of-State

<b>Date of Request:</b> <input type="text"/>			
<b>Traveler's Name:</b> <i>(as appears on driver license)</i> <input type="text"/>			
<b>Datatel ID:</b> <input type="text"/>		<b>DOB:</b> <i>(if airline ticket required)</i> <input type="text"/>	
<b>Destination:</b> <input type="text"/>			
<b>Departure Date:</b> <input type="text"/>		<b>Return Date:</b> <input type="text"/>	
<b>Time of Departure:</b> <i>(estimate)</i> <input type="text"/>		<b>Time of Return:</b> <i>(estimate)</i> <input type="text"/>	
<b>Purpose:</b> <input type="text"/>			
<b>Other Information:</b> <i>(rooming with/riding with, etc.)</i> <input type="text"/>			
<b>ESTIMATED EXPENSES:</b>			
<b>TRANSPORTATION:</b> <i>Is current copy of driver's license on file with Receptionist? Yes No If No pls attach.</i>			
<b>College Car:</b> <input type="text"/> miles	@ <input type="text"/> per mile	<b>or POV:</b> <input type="text"/> miles	@ <input type="text"/> per mile = \$ <input type="text"/>
<b>Mileage/in-State Parking:</b> \$ <input type="text"/>		<b>Budget Line:</b> <input type="text"/>	
<b>Parking/Shuttle/Rental:</b> \$ <input type="text"/>		<b>Budget Line:</b> <input type="text"/>	
<b>Airfare:</b> \$ <input type="text"/>		<b>Budget Line:</b> <input type="text"/>	
<b>SUBSISTENCE:</b>			
<b>Lodging Excess Needed:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes		<b>Amount:</b> <i>(if yes)</i> \$ <input type="text"/>	<b>President's Approval:</b>
<b>Lodging:</b> \$ <input type="text"/>		<b>Budget Line:</b> <input type="text"/>	
<b>Meals:</b> \$ <input type="text"/>		<b>Budget Line:</b> <input type="text"/>	
<b>OTHER:</b>			
<b>Registration:</b> \$ <input type="text"/>		<b>Budget Line:</b> <input type="text"/>	
<b>Other:</b> \$ <input type="text"/>		<b>Budget Line:</b> <input type="text"/>	
<b>Total Estimated Travel Expenses:</b> \$ <input type="text"/>			
<b>ADVANCE REQUESTS:</b>			
	<b>AMOUNT:</b>	<b>PAY TO:</b>	
<b>Airline Ticket:</b> <i>(receipt required)</i>	\$ <input type="text"/>	<input type="text"/>	
<b>Registration:</b> <i>(receipt required)</i>	\$ <input type="text"/>	<input type="text"/>	
<b>Travel-General</b> <i>(do not request if less than \$50)</i>	\$ <input type="text"/>	<input type="text"/>	
<b>Date Needed:</b> <input type="text"/>	<b>Traveler's Signature:</b>		
<b>APPROVAL:</b>			
Supervisor:		Date:	
Vice President/ Administrator:		Date:	
President:		Date:	
NOTE: Please submit to the Business Office at least two weeks prior to travel date. (Reimbursement request with receipts must be submitted to Business Office no later than 30 days after travel is completed.)			

**Exhibit 2.31B College Vehicles**

**COLLEGE VEHICLES**

<b>Vehicle</b>	<b>Classification</b>	<b>Area Responsible</b>
Fusion #1 #263198	State-Owned Fleet	Administrative Services
Taurus #2 #263317	State-Owned Fleet	Administrative Services
Ford 500	College-Owned Fleet	Administrative Services
Ford Taurus #05559	College-Owned Maintenance	Caswell Administration & Buildings and Grounds
88 Chevrolet Truck	College-Owned Maintenance	Buildings and Grounds
99 Chevrolet Truck	College-Owned Maintenance	Buildings and Grounds
07 Ford Truck	College-Owned Maintenance	Buildings and Grounds
04 Toyota Truck	College-Owned Maintenance	Caswell Buildings and Grounds
97 Dodge Van	College-Owned Instructional	Film and Video
98 International Truck	College-Owned Instructional	Film and Video
01 Chevrolet Ambulance	College-Owned Instructional	EMS Education
13 International Ambulance	College-Owned Instructional	EMS Education
05 Chevrolet Truck	College-Owned Maintenance	Buildings and Grounds