

POLICY

IT SHALL BE THE POLICY OF SHORELINE COMMUNITY COLLEGE DISTRICT NUMBER SEVEN, THAT ITS OWNED MOTOR VEHICLES, INCLUDING BUT NOT LIMITED TO AUTOMOBILES, TRUCKS, SCOOTERS AND OTHER SELF PROPELLED VEHICLES, SHALL BE LIMITED IN USE TO OFFICIAL COLLEGE PURPOSES ONLY.

THE BOARD OF TRUSTEES HEREBY DELEGATES TO THE PRESIDENT OF THE COLLEGE OR HIS DESIGNEE THE AUTHORITY AND RESPONSIBILITY TO DEVELOP AND ENFORCE PROCEDURAL GUIDELINES TO EFFECTUATE THIS POLICY.

Approved by:
Board of Trustees.....5/17/74

Procedural Guidelines

1. Delegation of Authority

The President of Shoreline Community College, District Number Seven, hereby delegates to the College Transportation Officer the responsibilities of the College Vehicle Policy, as filed with the Office of the Governor.

2. Use of College (Shoreline Community College) and State Motor Vehicles - General Requirements.

- a. College vehicles shall be used only on official business. A Reservation and Authorization for Use of College Vehicle signed by instructional division chairperson or other college administrative personnel must be submitted to the transportation officer or his designee, before a vehicle is released to an employee driver. The college transportation officer and the operator shall be responsible for maintaining the "good" appearance of the vehicle.
- b. The operator must adhere to careful driving practices, and observe traffic laws and regulations at all times.
- c. Purchase of gas, oil and other items under a state or college credit card, or emergency repairs to vehicles shall be made in accordance with the applicable college, state motor pool, and/or the State Department of General Administration regulations.
- d. The Reservation and Authorization for Use of College Vehicle forms, credit cards, accident report blanks, and insurance information shall be kept locked in the glove compartment of vehicles.
- e. All college vehicles shall be identified with State of Washington, Shoreline Community College as set forth in RCW 46.08.065.

Procedural Guidelines (continued)

- f. It shall be the responsibility of the employee-driver to have in his possession a valid Washington Driver's License and State Vehicle Driver's Permit when operating a college or state owned vehicle. The driver of a college vehicle with a capacity of fifteen passengers or larger shall be licensed with an intermediate license endorsement in addition to the State Vehicle Driver's Permit.
- g. Violation of Policy 3799, Use of Motor Vehicles, and related procedures may be the basis for revoking the authorization for future use of the college vehicles to an employee.

Personal use of college or state owned vehicles is prohibited and will result in a charge to the employee-driver, except as provided in part 3 of these procedures. The charge for such personal use shall be based on a daily and/or mileage rate charged by a commercial vehicle rental company, selected by the College.

3. Permanently Assigned Vehicles

- a. Only employees on 24-hour call or employees having special equipment on automobiles shall have permanently assigned vehicles.
- b. Commuting to and from work in permanently assigned vehicles shall be permitted only if the employee agrees to reimburse the College for the cost of commuting. Reimbursement shall be computed at the rate commensurate with the State Motor Pool charge to state agencies for mileage.
- c. Employees assigned automobiles as a condition of employment shall not be charged for commuting costs.
- d. Permanently assigned college owned automobiles shall bear both state and agency identification and shall use state exempt license plates. Exceptions to this requirement may be authorized only by unanimous vote of the state automobile policy committee or its successor.

Approved by:
 President's Office.....5/17/74