



# MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

**TITLE:** College Vehicle Usage for College Business

**NO.** 8.23

**SECTION:** Institutional

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Morton College (the "College") maintains vehicles that may be used by employees when necessary for conducting college business ("College Business"), which includes attending off-campus meetings, seminars, trainings, special events, and/or other purposes authorized by a supervisor and the Board of Trustees. This College Vehicle Use Policy ("Policy") applies to all employees and any other authorized person operating College owned or leased vehicles ("College Vehicles") while on College Business. College Vehicles may only be used for College Business.

The Vice President of Administrative Services (the "Official") is responsible for developing additional rules and regulations governing the use of College Vehicles. The Official will assume day-to-day responsibility for safeguarding, maintaining, and insuring College Vehicles and for establishing a program whereby employees may reserve vehicles.

The College, in its sole discretion, reserves the right to deny access to College Vehicles to any person who violates this Policy or for any other lawful reason.

Violations of this Policy should be promptly reported to the Official and may result in disciplinary action, up to and including termination.

## DRIVER'S RESPONSIBILITIES WHILE OPERATING A COLLEGE VEHICLE

1. Prior to operating a College Vehicle, all drivers shall place a copy of their valid driver's license on file with the Official and shall update the Official, within twenty-four (24) hours and in all events before operating a College Vehicle, if their license is later revoked or suspended.
2. Drivers may not operate a College Vehicle if they have had more than one conviction in the last eighteen months for driving under the influence of alcohol or drugs, or for reckless driving, or if they have caused more than three at-fault accidents within the last eighteen months, unless approved in writing by the Board. Convictions include, but are not limited to, probation, parole, supervision, nolo contendere, court supervised probations, a finding of guilty, or the imposition of a fine.
3. Drivers shall not operate a College Vehicle while under the influence of alcohol or drugs.

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**DATE APPROVED BY BOARD OF TRUSTEES:** December 15, 2010; February 27, 2019

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4. Drivers shall exercise reasonable care and abide with all applicable laws, including without limitation, compliance with legal speed limits and the use of seatbelts by the driver and passengers, as required by law, while in operation of a College Vehicle.
  5. The Board, in its sole discretion, or College President, may require that any employee who uses a College Vehicle attend a safe-driving course.
  6. Drivers shall safeguard the College Vehicle, which includes removing the keys and locking the doors while the vehicle is unattended, and shall abide by all other rules and regulations put in place by the Official. The failure to follow the Official's rules and regulations and/or to exercise reasonable judgment while in possession of a College Vehicle may result in the driver being liable for damages.
  7. Drivers are solely responsible for traffic citations, including without limitation, illegal parking fines, speeding tickets, and other citations incurred while operating a College Vehicle except for Morton College equipment defect violations. Drivers shall report receiving any such citation to the Official when returning the College Vehicle. Any driver receiving an unacceptable number of citations while driving College Vehicles may lose the right to use College Vehicles. The Board, in its sole discretion, will determine what is an unacceptable number of citations.
  8. Drivers shall not allow any passenger to ride in the College Vehicle, unless the driver has obtained permission from the Official to transport the specified passenger(s). Under no circumstances may persons under the age of eighteen drive. No persons under the age of eighteen may be transported in a College Vehicle without permission of the Board-designated Official and consent of the parent or legal guardian. The driver shall not allow anyone else to operate a College Vehicle, unless necessary in the event of an emergency or unless the operation by that other person was approved in advance by the Official.
  9. Drivers shall not use a cellular telephone or similar device while operating a College Vehicle. Prohibited use includes making or receiving telephone calls, sending or receiving text messages, using the Internet, sending or receiving emails, and accessing pictures or other data stored on a telephone or similar device. Drivers shall be responsible for any damage or accidents caused by their use of the College Vehicle, which shall include damage or accidents caused by their use of cellular telephones or similar devices while in operation of a College Vehicle.

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10. Smoking is prohibited in College Vehicles.
  11. Pets and/or animals are prohibited in College Vehicles.
  12. Permission to keep a College Vehicle overnight will only be granted in special circumstances and must be approved by the Official.
  13. Drivers will return the College Vehicle free of any trash or personal items. The College has no liability for any personal items stored in the College Vehicle during its use or left in the College Vehicle after its return.
  14. Drivers shall return the College Vehicle at the agreed-upon time to the Official or, if after business hours, to College Security. In the event that a driver fails to return a College Vehicle at the agreed-upon time, the College may take all steps reasonably necessary to regain its property up to and including reporting the College Vehicle as stolen to local law enforcement. Upon its return, the College Vehicle will be checked for damage.

## VEHICLE MAINTENANCE/MALFUNCTION

1. The Official will develop procedures to assist drivers in the event that they need roadside assistance for a College Vehicle, such as repairing a flat tire, running out of gas, or needing towing services. Drivers shall notify the Official immediately in the event that a College Vehicle is towed and shall provide the Official with the name, address, and telephone number of the towing service.
2. Drivers shall take all steps practicable to obtain advance approval from the Official for repairs required to the College Vehicle while it is in the possession of a driver. Notwithstanding this provision, the Official may authorize drivers to incur up to \$250 of emergency repairs without prior approval.
3. Drivers shall take all steps practicable to use the gasoline cards issued by the Official for the purchase of fuel for the College Vehicle. Receipts for any other expenses incurred by a driver for approved emergency repairs or other necessary purchases while in possession of a College Vehicle shall be submitted to the Official who will ensure that the driver is promptly reimbursed for reasonable expenses. The gasoline cards shall not be used for any purpose except to purchase gasoline for the College Vehicle.
4. Drivers observing minor vehicle malfunctions, which do not constitute a safety hazard or otherwise impede the normal use of the vehicle, should report their observation to the Official when returning the College Vehicle.

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## VEHICLE ACCIDENT

In the event of an accident, a driver operating or in possession of a College Vehicle shall:

1. Get immediate medical care if injured;
2. Promptly contact the local law enforcement agency, the Official, and his or her immediate supervisor;
3. Cooperate with local law enforcement and obtain a police report detailing the accident and containing the other party(s) name, address, driver's license number, vehicle license number, insurance carrier, vehicle make, model, and year, and the names, addresses, and phone numbers of any witnesses to the accident;
4. Not offer or agree to make any payments for the accident or offer or suggest that the College do so;
5. Not discuss the accident with anyone except law enforcement personnel and persons designated by the Official;
6. Refer all questions from the other party(s) to the accident, their insurance company, and their attorneys, agents, or representatives to the College;
7. Submit to an alcohol and/or drug/controlled substance test upon the request of law enforcement and/or the Vice President of Administrative Services.

Drivers may be liable for reimbursing the College for all or part of the cost of any repairs, property damage, medical costs, attorneys' fees, or any other liability incurred by the College as a result of the driver's misuse or careless operation of a College Vehicle.

The Board may require that drivers sign a Waiver and Release Agreement prior to the use of a College Vehicle.

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