

Chapter: Facilities

Modification No. 0023

Subject: Acquisition, Maintenance, and Use of College-Owned Vehicles

1 I. Montgomery College is committed to the safe and responsible use of College-owned or
2 leased vehicles in support of its operational needs, through effective management and
3 oversight that promote safety, ensure compliance with applicable laws and regulations,
4 and minimize institutional risk.

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6 II. College-owned or leased trucks, cargo vans, passenger vans, and all other motorized
7 vehicles are to be used only for official College business.

8
9 III. Only designated ~~The only units departments are~~ authorized to budget for and purchase or
10 lease College vehicles. ~~are the Office of the President, Facilities, Workforce Development~~
11 ~~& Continuing Education, and Procurement.~~

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13 IV. All College-owned and leased vehicles will ~~shall~~ have ~~appropriate administrative~~
14 ~~controls standard operating procedures and administrative controls to assure~~ for
15 routine maintenance, registration, and security.

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17 ~~I.V.~~ The Board of Trustees authorizes the P ~~resident to is authorized to develop, publish, and~~
18 ~~disseminate~~ establish any ~~procedures necessary to implement this policy. for the use of~~
19 ~~College-owned vehicles.~~

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21 Board Approval: September 15, 1997; December 13, 2010; DATE.

Chapter: Facilities

Modification No. 0045

Subject: Acquisition, Maintenance, and Use of College-Owned Vehicles

I. Scope and Applicability

This policy applies to all College-owned and leased vehicles and governs their acquisition, maintenance, disposal, and use. It is applicable to all College employees and departments authorized to operate or manage College vehicles, as well as to any individuals operating vehicles on behalf of the College.

II. Procurement and ~~Appropriate~~ Use of Vehicles

~~B. College vehicles are procured in accordance with Board of Trustees Policy and will be used for official College purposes only.~~

~~BA.~~ With the exception of vehicles assigned to the Office of the President's Office, the Office of Public Safety, Health, and Emergency Management, the Procurement Office, and Workforce Development & Continuing Education (WDCE) designated academic programs with documented instructional need may budget for, purchase, lease, and oversee vehicles for their own use. Designation decisions shall be based on program requirements, operational necessity, safety considerations, and effective stewardship of College resources, and approved by the Senior Vice President for Academic Affairs/College Provost and the Senior Vice President for Administrative and Fiscal Services/Chief Operating Officer.

B. All other vehicles will be ~~the Facilities Office will~~ budgeted for and ~~the~~ purchased or leased by the Office of Facilities who shall also ~~of all vehicles and~~ control their use. When appropriate, the Facilities Office may sub-assign vehicles to other College ~~units departments~~ on a priority basis, but those ~~units departments~~ must account for and maintain records on those vehicles as directed by ~~the Office of~~ Facilities.

C. The acquisition of vehicles by authorized departments shall be done in consultation with Fleet Management and the Budget Department to ensure consistency in vehicle specifications and funding authority. Authorized departments requesting new vehicles as additions to the fleet shall include operating costs in the request.

D. The Vice President of Facilities ~~Management, Capital Planning, and Sustainability and Security, or designee,~~ will establish standard operating procedures, maintenance, and operations forms and programs that will be used uniformly throughout the College.

~~GE.~~ Vehicles may ~~only~~ be used only for College business and may not be used for personal matters.

F. College vehicles may ~~only~~ be used only within Maryland unless otherwise authorized by the Vice President of Facilities Management, Capital Planning, and Sustainability and with evidence of insurance coverage for such non-Maryland travel from the Montgomery County Self Insurance program or with separately procured insurance coverage. ~~and Security.~~

69 III. Servicing of Vehicles

- 70
- 71 A. Vehicles must be serviced regularly in accordance with the standard operating
72 procedures issued by the Office of Facilities and up-to-date service records must be
73 maintained.
- 74
- 75 B. The Office of the President, the Office of Public Safety, Health, and Emergency
76 Management, and designated academic programs with vehicles are responsible for
77 servicing vehicles they have purchased or leased and control use of, but should
78 consult with the Office of Facilities to ensure standard operating procedures and
79 industry best practices are followed. Academic program staff must maintain a current
80 record of the assignment, use, and location of the vehicle.
- 81
- 82 C. All other vehicles shall be serviced by the Office of Facilities.

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84 III. Driver Qualifications and Responsibilities

- 85
- 86 A. College vehicles may be operated only by College employees who have been
87 verified by the College ~~have as~~ holding a valid driver's license, a copy of which
88 must be filed with the Office of Human Resources and Strategic Talent
89 Management (HRSTM). College vehicles may also be used ~~by WDCE~~ for driver-
90 education purposes and may be operated ~~only~~ by driver trainees who hold a
91 valid learner's permit, ~~College employees who have a valid driver's license or by~~
92 ~~validly licensed driver trainees,~~ provided they are under the direct supervision of
93 a certified driving instructor who is a College employee and is authorized to
94 operate College vehicles. ~~having a valid driver's license.~~ Operators of College
95 vehicles may have no more than three (3) points on their driver's license.
- 96
- 97 B. Passengers are limited to those persons whose presence is directly related to
98 an official College trip and who are properly authorized to participate in a
99 College function. Participation in College travel is subject to applicable College
100 policies and procedures.
- 101
- 102 C. Vehicles rented using College funds may be operated only by College
103 employees who have been verified by the College to have a valid driver's
104 license and meeting the requirement of subsection A above.
- 105
- 106 D. In accordance with College policy 32101: Employment Practices, background
107 checks for valid Motor Vehicle Operator's licenses will be required for applicants
108 for all positions which require valid driver's license to operate College vehicles,
109 or any vehicle in which students are transported. Drivers must have their driver's
110 record reviewed annually. HRSTM will maintain a current listing of those
111 employees approved to operate College vehicles.
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- 113 E. The College will provide reasonable accommodations related to vehicle use in
114 accordance with applicable federal, state, and local disability and employment
115 laws.
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- 117 A.F. Upon request by the appropriate ~~unit~~ administrator, ~~the Office of Human~~
118 ~~Resources and Strategic Talent Management~~ (HRSTM) will check that individual
119 employees who may be assigned to operate College vehicles are qualified and
120 properly licensed. ~~HRSTM will maintain a current listing of those employees~~
121 ~~approved to operate College vehicles.~~
- 122
- 123 G. Operators and occupants of College vehicles must comply with ~~A~~ all applicable

124 federal, state, and local, ~~state and federal~~ laws ~~and must be observed by~~
125 ~~operators of College vehicles. All applicable~~ College policies, procedures, and
126 ~~guidelines, must be followed.~~ This includes, but is not limited to, driving under
127 ~~influence/driving while intoxicated, the wearing of~~ ~~S~~seat belts ~~must be worn by~~
128 ~~all occupants. Drivers may not use~~ prohibition of texting and hand held cell phone
129 ~~use, s, send text messages or and use of~~ tobacco products, ~~or other smoking~~
130 ~~devices, drugs, or alcohol~~ while driving ~~or occupying~~ College owned or leased
131 vehicles. ~~Operators of College vehicles are responsible for ensuring that all~~
132 ~~passengers in the vehicle comply with the rules and procedures stated herein.~~

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134 H. The right to operate College vehicles may be revoked by the Chief Human
135 Resources Officer, or designee, when ~~circumstances show that~~ such action is
136 ~~determined~~ to be in the best interest of the College. ~~Circumstances warranting~~
137 ~~revocation may include, but are not limited to, M~~multiple traffic violations,
138 ~~tickets and~~ misuse of College vehicles, and operation of a vehicle in an
139 ~~unsafe manner, or contrary to this policy and procedure. are examples of~~
140 ~~those circumstances.~~

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142 B.I. Individual drivers are solely responsible for any parking, speeding, or other
143 traffic citations incurred while using College vehicles. ~~tickets, including~~
144 ~~parking and moving violations.~~ Vehicles may only be used only within the
145 scope of employment and any tolls accruing for use of a vehicle beyond the
146 scope of employment must be paid for by the operator of the vehicle and may
147 be grounds for discipline.

148 ~~III.~~IV. ~~Operational Administrative~~ Controls for the Use of College Vehicles

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151 A. Requests to use a College vehicle must be submitted to the Germantown
152 Facilities Office at least three days in advance using the Vehicle Request Form.

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154 B. The driver is responsible for recording the mileage and time upon pick-up and
155 return of the vehicle.

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157 C. The Germantown Facilities Office maintains ~~Passenger van trip records logs and~~
158 ~~records for will be required for for~~ all vehicles, including mileage, utilization
159 purpose, and toll use ~~off-campus trips and gasoline utilization will be reviewed~~
160 ~~periodically.~~

161
162 A.D. All ~~units departments~~ will be charged either the current per mile fee for passenger
163 vans or the monthly fuel usage charge for general utility vehicles unless
164 otherwise agreed with the Vice President of Facilities ~~Management, Capital~~
165 ~~Planning, and Sustainability and Security.~~ All ~~units departments~~ will be charged
166 directly for toll fees acquired on vehicles equipped with EZPass transponders.

167
168 E. ~~Passenger vans and keys will be checked out and turned in to campus security~~
169 ~~at the end of each trip.~~ There will be no ~~out-of-state~~ overnight ~~travels~~ using
170 ~~College passenger vans~~ College vehicles without prior written authorization from
171 the Senior Vice President for Administrative and Fiscal Services/Chief Operating
172 Officer. ~~—~~

173
174 B.F. ~~Other College work and instructional vehicles~~ ~~College-owned or leased vehicles~~
175 are not available for loan to College departments ~~not authorized to budget for~~
176 ~~College vehicles.~~

177
178 G.G. Users are responsible for the interior cleanliness of assigned vehicles. Users

179 who return vehicles in an unsatisfactory condition will not be permitted to use
180 College vehicles in the future. ~~No exceptions.~~

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182 D.H. Accidents in College vehicles must be reported as soon as possible.

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184 1. Accidents occurring on campus should be reported to the Office of
185 Public Safety, Health, and Emergency Management who will
186 engage emergency services and inform local police and as needed.

187
188 2. Accidents occurring off campus should be reported to local police
189 first and then the Office of Public Safety, Health, and Emergency
190 Management. ~~to the campus security office from which the vehicle~~
191 ~~keys were issued.~~

192
193 3. In all cases, ~~T~~the operator's ~~unit administrator~~ manager must also
194 be notified as soon as possible, but no later than 24 hours after the
195 accident.

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197 4. The Office of Public Safety, Health, and Emergency Management.
198 ~~Security~~ will take a written report and forward it to the Vice
199 President of Public Safety, Health and Emergency
200 Management/Chief of Campus Police , the Vice President of
201 Facilities Management, Capital Planning, and Sustainability ~~and~~
202 ~~Security, or designee,~~ and the Vice President of Human Resources
203 and Strategic Talent Management/Chief Human Resources Officer,
204 or designee, within 24 hours of taking the report.

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206 E.I. If the College is closed due to inclement weather, ~~no~~ College vehicles are
207 not will be permitted to be taken off any location ~~campus~~ with the exception
208 of Public Safety, Health and Emergency Management ~~security~~ vehicles and
209 vehicles used for snow removal.

210 211 IV.V. Surplus Vehicles

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213 Vehicles that are replaced ~~by new purchase~~ must be sold or traded-in, in accordance with
214 College procedures for surplus property, unless the Vice President ~~for~~ of Facilities
215 Management, Capital Planning, and Sustainability, in consultation with Vice President of
216 Public Safety, Health and Emergency Management/Chief of Campus Police when
217 appropriate, ~~Facilities and Security~~ certifies ~~and the Director of Procurement concurs~~ that
218 the vehicles are still serviceable, that there is a valid use for them and that it is in the best
219 interest of the College to retain them. In such cases, the Senior Vice President for
220 Administrative and Fiscal Services/Chief Operating Officer's approval must be obtained.

221 222 V.VI. Use of Non-College Owned Vehicles

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224 A. Departments ~~Units~~ may ~~lease~~ rent vehicles when such use will be directly
225 related to the academic or administrative activities of the College.

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227 B. Vehicles for out-of-state travel or for travel involving groups too large to be
228 safely accommodated within the seating and occupancy limits of College
229 passenger vans should be arranged ~~Units must rent vehicles (buses, vans,~~
230 ~~and cars)~~ through the Procurement Office ~~for trips outside of Maryland and~~
231 ~~Washington, D.C. or for large groups. College-funded vehicle rentals must be~~
232 ~~driven by College employees with a valid driver's license.~~

233 B.

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~~A.C.~~ The College's insurance does not cover non-College owned vehicles, and the College is not responsible for the protection and safe operation of such vehicles or their occupants. ~~Units~~Departments must purchase insurance from the rental company to cover these vehicles and third parties.

~~B.D.~~ In accordance with leasing or rental company procedures and College procedures, accidents in ~~leased~~rented vehicles must be reported immediately to the ~~rental~~ company, the Office of Procurement, Human Resources and Strategic Talent Management, and the vehicle operator's ~~unit administrator~~manager. The operator must also file an incident report at a campus security office.

Administrative Approval: September 15, 1997; November 20, 2002; December 13, 2010; December 13, 2016; DATE.