

## **Century Community and Technical College**

### **6.26.0.1 College Vehicle-Use Policy**

Century College vehicles are available to college personnel and students for official college business. Vehicles must be reserved in advance through the Business Office. They may be scheduled for up to 24 hours Monday through Thursday, and Friday from 8:00 a.m. to the following Monday.

Personnel requiring a vehicle for longer than 24 hours should reserve a State Motor Pool vehicle by obtaining a motor pool authorization form from the Business Office and then calling the State Motor Pool.

Use of a state/college vehicle by students requires authorization from the Vice President of Student Services.

#### **Procedures:**

1. Vehicles must be reserved in advance through the Business Office.
2. A clipboard with a sign-out form, keys and credit card can be picked up in the Business Office.
3. The driver must record mileage before and after the trip.
4. The gas tank must be at least half-full when the vehicle is returned.
5. Vehicles must be returned to the appropriate parking area unless otherwise advised.
6. Cost for use of college/motor pool vehicles are charged to the employee's college budget.

#### **References:**

Minnesota State Colleges and Universities Board Policy: None

**Date Proposed:** 6/11/98

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