

AP 4300 - Use of College Vehicles

Employee:

1. Obtains trip form from **department dean** or **director** or the **Facilities department** after completing driver orientation course.
 - 1.a. If employee has not completed driver orientation course, arranges for completion through the **department of college safety and risk management** prior to the date of vehicle use.
2. Completes form and submits to **dean, director** or their **authorized designee**.

Director or Designee:

1. Reviews request.
2. Authorizes trip by signing form.
 - 2.a. If not approved, communicates decision and rationale to requesting individual.

Employee:

1. Calls **facilities department** to arrange for appropriate vehicle(s) at least five days prior to trip.

Facilities Department:

1. Schedules vehicle(s).

Employee:

1. Coordinates trip with participants.
 - 1.a. If trip is canceled, notifies participants and facilities department immediately.
2. After completion of trip, returns keys and trip forms to **facilities department**.

Restrictions:

Drivers limited to: College employees or authorized agents

possessing a valid
Oregon driver's
license and having
completed the
college van driver
orientation course.
Driver must be 21

years of age and their
driving history shall
be evaluated by the
public safety office
prior to being
authorized to
operate a van.

Restrictions
(continued):

Exception:

Fire and EMT students, 18 years of age or older, who have completed and are certified as a NFPA Standard 1002 Apparatus Driver by the Department of Public Safety Standards and Training or the International Fire Service Accreditation Congress.

Passengers limited
to:

College employees and students.
(Passengers other than employees and students must obtain prior approval from the appropriate **dean** or **department director**.)

October 14, 1991

Adopted College Council

May 10, 2006; December 19, 2017

Revised