



## Region 7

### VEHICLE USE POLICY

Each LTC-Region 7 Campus maintains a fleet of vehicles specifically for the use of College administration, faculty and staff. Vehicles may be used for specific transportation needs of official college programs or sponsored events or as designated by the Campus Dean. In all cases, the following policies apply:

#### General Guidelines:

- Priority scheduling will be afforded to the Regional and Campus Administration. Vehicles may be scheduled by faculty and staff on a first come, first served basis and will be considered the **first choice** of transportation when a vehicle is available to appropriately meet the transportation needs of the activity. If this is not followed, mileage reimbursement will not be made.
- College vehicles may be used only for college business. Personal use is not permitted.
- All operators of College vehicles must hold a currently valid Louisiana license appropriate for the intended usage of the vehicle and authorized to drive by the Louisiana Department of Public Safety and Corrections.
- Anyone who has had a license suspended or revoked shall not operate a College vehicle or other vehicle on College business for the duration of the suspension or revocation.
- College vehicles may be used for out-of-state travel only if permission of administration has been given prior to departure. For destinations more than 500 miles from campus, documentation that this is the most cost-effective means of travel should be kept with reimbursement files. "Out-of-town" is defined as destinations outside a 75-mile radius from the campus.
- Firearms, ammunition, and/or explosives may not be transported in College vehicles.
- Alcoholic beverages and/or illegal narcotics may not be transported or consumed in College vehicles or prior to using.
- Tobacco products may not be consumed in College vehicles.
- Never transport hitchhikers, family members or friends in College vehicles. Only LTC employees are insured to travel in College vehicles. An **Indemnification Agreement Form** is required whenever students are traveling under College sponsorship/auspices. (Refer to Louisiana Travel Guide 2007-08, page 10 for policy)
- Drivers must remove the keys and lock the vehicle when it is left unattended.
- Drivers will be responsible for the payment of fines associated with any traffic violations, moving or otherwise, that they may incur during the operation of a College vehicle.

#### Reservation/Usage Policies:

- Reservation requests for a College vehicle must be submitted to Campus Designee accompanied by a completed **Vehicle Reservation Form** at least 24 hours in advance if at all possible.
- **Vehicle Reservation Forms** should be completed and submitted directly by the college employee who will be responsible for the trip.
- Keys may be obtained just prior to trip from the Campus Designee.
- Drivers may not allow other passengers to operate the vehicle unless that person is listed as an alternate driver on the **Vehicle Reservation Form** and is an approved driver.
- Vehicles may not be domiciled over-night without prior written permission from administration.
- Designated driver is responsible for maintaining the Travel Log kept in the vehicle.

- Any equipment, luggage, etc that is carried in the vehicle must be secured in a safe manner. No carriers may be attached to the roof of a Campus vehicle.
- Vehicles must be returned with interior clean of debris and/or trash. The individuals and/or group responsible for the vehicles will be financially liable for any damage to the vehicles caused by improper behavior.
- Vehicles should be returned with at least half a tank of gas. Credit card may be obtained from accountant prior to trip, or gas expense receipts may be turned in upon return.
- Maintenance Supervisor or Campus Designee should be notified immediately if any vehicle appears to be damaged, defective, or have need of repair.
- Before leaving the parking area, drivers must do a “walk around inspection” of the vehicle and complete the *Vehicle Checklist Form* (DS-1-00) and report any existing damage to the Maintenance Supervisor or Campus Designee. A check-off list shall be kept in each vehicle.
- The driver is responsible for ensuring that all passengers keep their seat belt fastened while the vehicle is in operation.
- The total number of passengers transported must comply with and not exceed the manufacturer’s specifications.

**Insurance:**

- Although College approved trips are covered by the College’s automobile insurance, drivers will be held accountable should litigation occur due to driver negligence or error. Please note that the College’s liability extends only to travel and activities related directly to college functions. College automobile insurance information is available in the glove box of each vehicle.

**Reporting Accidents and Damage:**

- Each accident, no matter how insignificant, must be reported to the appropriate police immediately. The driver must immediately report any accidents or damage incurred while operating a College vehicle to the local police department as well as a campus representative, then fill out the accident report kit located in the glove box of the vehicle. This report should be given to Maintenance Supervisor or Campus Designee immediately upon return to campus.
- Copies of procedures to follow in case of an accident should be found in the glove box along with registration and insurance documents.