

CP – 5.89.1

COLLEGE VEHICLES

Related Board of Trustees Policy: n/a
OPR: Vice President for Administration
Approval: June 2012
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COLLEGE VEHICLES

The College maintains vehicles for sanctioned student group activities, maintenance and security operations, and employee group travel.

- Drivers must have a valid and approved driver's license.
- Drivers must provide a proof of insurance from the driver's insurance carrier for motor vehicle coverage.
- Drivers shall obey all traffic laws, including not exceeding the posted speed limit and always maintaining a safe speed for weather and road conditions.
- Drivers issued a ticket for an offense chargeable to that individual while driving a College vehicle are responsible for paying the traffic fine and may lose future driving privileges for any College vehicle as determined by the President or his/her designee.
- Drivers may be held responsible for negligent damage to the vehicle. Upon return, drivers must promptly notify the Facilities department of any items needing repair or maintenance.

Passenger Vehicles

To obtain a college vehicle, complete the College Owned Vehicle Request Form at <http://cravencc.edu/van-request-form/>. Questions can be directed to the Accounting Assistant/Purchasing at 252-638-7380.

Car Trailer

To obtain a college trailer, submit a Facilities Help Desk Ticket by e-mailing facilities@cravencc.edu, two weeks in advance.

- Trailer may be signed out for a 2-day period.

- Drivers must complete a trailer use safety course prior to obtaining the trailer. The Director of Safety conducts both scheduled and by-request safety courses.
 - Drivers must ensure the combined trailer load does not exceed 6,000 lbs.
 - Drivers must provide tie downs and safely secure all loads.

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