

CP – 5.89.1

COLLEGE VEHICLES

Related Board of Trustees Policy: n/a
OPR: Vice President for Administration
Approved: October 22, 2024
Previous Revisions: June 2012; July 11, 2017

COLLEGE VEHICLES

The College maintains vehicles for sanctioned student group activities, maintenance and security operations, employee group travel, and promotional activities. Only pre-approved drivers are permitted to drive the College's Promotional Vehicle when conducting official activities of the College, including community events, curricular activities that are course related (i.e., Automotive) and activities that are related to student organizations.

All College employees are required to have and/or comply with the following:

- 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 but not limited to following 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.
- Under no circumstances shall the total number of people in the vehicle exceed the stated capacity of the vehicle.

Reserving a Vehicle

To reserve a vehicle, including the College's Promotional Vehicle, the requestor must complete the [College Owned Vehicle Request Form](#) located on our Compass site. Additional questions can be directed to the Accounting Assistant-Purchasing at 252-638-3785.

Expenses associated with vehicle use shall be paid by the requesting party's budget, unless otherwise pre-approved.

Requesting a Trailer

To request the use of a College trailer, the requestor must submit a Facilities Help Desk Ticket two weeks prior to the date the trailer is needed by emailing facilities@cravenc.edu. All requirements needed to request a vehicle must be met as well as the following:

- Drivers must complete a trailer use safety course prior to requesting the trailer. The Director of Safety conducts the both scheduled and by-request safety courses;
- Drivers must provide tie downs and securely secure all loads;
- Trailer must be signed out for a minimum of two days.

Associated Form

- 5.89.1a. *College Owned Vehicle Request*