

# MANUAL OF PROCEDURES

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**PROCEDURE NUMBER:** 1470  
**PROCEDURE TITLE:** Use and Rental of Vehicles  
**STATUTORY REFERENCE:** F.S. 1001.64  
**BASED ON POLICY:** V-8 Operations and Maintenance of College Facilities  
**EFFECTIVE DATE:** June 13, 2006  
**LAST REVISION DATE:** July 26, 2007  
**LAST REVIEW DATE:**

I. PURPOSE

The purpose of this procedure is to set forth the administration and use of College vehicles by College personnel.

II. PROCEDURE

A. Administration of Vehicles.


1. Vehicles may be provided for the use of Miami Dade College personnel for official use only, unless otherwise authorized by the College President.
2. College vehicles may not be kept overnight without prior written approval of the Associate Vice Provost, Administrative Dean/Director or designee.
3. All vehicles are the property of the College and are assigned to the departments at the discretion of the College President via the written approval of the Provost for Operations or designee.
4. Vehicle assignments will be reviewed annually by the Provost for Operations or more frequently if conditions warrant. Underused vehicles may be reassigned or disposed of as determined by the Provost for Operations or designee.
5. Vehicles assigned to a campus for use by Public Safety, Administration, Campus Services or others will be the responsibility of the Dean for Administration/ Director of Administrative Support Services, who will be held accountable for their use and maintenance.
6. Vehicles assigned to District areas will be the responsibility of the Vice Provosts, who will be held accountable for their use and maintenance.
7. In the event no vehicle is available or when a special type of vehicle is required, the Dean for Administration/ Director of Administrative Support Services or District Vice Provost may temporarily authorize the rental of a vehicle.
  - a. The rental of the vehicle shall be paid by the department requesting the vehicle.
8. Fleet Operations vehicles may be provided for College-related use based upon availability.

B. Use of Vehicles

1. All prospective drivers will be required to complete the Driver's Record Search and Vehicle Use Form, submit it to the Office of Risk Management and have approval prior to operating the vehicle. The Driver's Record Search and Vehicle Use Form will be completed on an annual basis and each employee and his/her supervisor shall sign the form acknowledging these procedures and possible disciplinary actions for failure to comply.
2. To use a College vehicle, an employee must:

- a. Obtain the keys to the vehicle from Campus Public Safety Office, or appropriate District Office
  - b. Print their name, state the purpose of the use of the vehicle, provide the beginning and ending odometer readings, and sign the Vehicle Mileage/Trip Log.
  - c. Present vehicle upon return to Public Safety or appropriate District Office, for inspection and log-in.
3. Vehicles must be kept clean inside and out following each use.
    - a. If the vehicle requires cleaning, the department using the vehicle may be assessed a cleaning fee of \$200.
    - b. The fee for Campus vehicles shall be assessed by the Dean/Director of Administration.
    - c. The fee for District vehicles will be assessed by the Fleet Operations Manager.
  4. No smoking will be permitted in any College vehicle.
  5. All accidents, vehicle damage or driving infractions must be reported in writing to the Office of Public Safety, stating:
    - a. Who was driving;
    - b. The cause of the accident;
    - c. The person responsible for the accident;
    - d. Complete the Gallagher Bassett Services accident package; and
    - e. Any other information that is required by the Risk Management office or the Provost for Operations.
  6. Drivers must follow all applicable state laws and rules relating to driver and passenger safety.
  7. Vehicles may only be used for College business.
  8. Keys for vehicles shall be turned in immediately after use, and **must not** be left in the vehicle.
  9. Vehicles shall be returned immediately after use, cleaned and fueled.
  10. Drivers must possess the proper (commercial or driver's) license for the type of vehicle being used.
  11. If the College vehicle is assigned a SunPass transponder, the transponder shall remain in the vehicle at all times.
    - a. The office of the Dean for Administrative Services shall replenish the SunPass transponder as necessary.
- C. Maintenance and Review of Vehicles
1. Vehicles must undergo preventative maintenance at intervals as required by the owner's manual and/or by the College.
  2. Drivers shall not remove, change, disable or tamper with any equipment installed on a College vehicle (i.e. location sensor, governor, odometer, etc).
  3. All College vehicles shall be marked and numbered in accordance with College standards.
  4. Vehicles shall be delivered to the Motor Pool or other location for service, inspection and fueling at appropriate or designated intervals.
    - a. Vehicles that are not delivered for preventative maintenance may be recalled by the Fleet Operations and reassigned.
    - b. If the vehicle is assigned for general use, the Dean for Administrative Services or Vice-Provost for Facilities Operation shall ensure that the vehicles are delivered to the Fleet Operations.

5. Unannounced or routine inspections may be conducted by the Public Safety Department or the Fleet Operations to ensure the safety and maintenance of vehicles.
  6. Drivers of College vehicles are required to input the correct vehicle mileage odometer reading into the electronic fueling device and to obtain fuel receipts when vehicles are re-fueled and shall turn the receipts in to the Public Safety Department, or appropriate District Department.
    - a. The supervisor shall review and approve by signature the fuel receipts.
    - b. The supervisor shall attach the fuel receipt to the Vehicle Mileage/Trip Log.
  7. Fleet Operations will submit monthly fueling summary report to the driver's supervisor for the supervisor to note discrepancies. The supervisor will review the report and noted discrepancies. It shall be the responsibility of the supervisor to respond in writing to the Fleet Operations on the explanation and justification of the fueling discrepancies. Monthly summary reports issued by the authorized College fuel vendor, together with copies of receipts for fuel sourced elsewhere shall be reviewed and approved by signature by the vehicle's department supervisor and are to be filed with the College Maintenance Department (Bldg. 900 North Campus) on a monthly basis.
  8. Failure to comply with this procedure may result in immediate disciplinary action, up to and including termination as stated in Procedure 2410.
    - a. First offense, will result in a **written warning** and notification to department head.
    - b. Second offense will result in a **suspension without pay for up to 5 days**.
    - c. If a Third offense occurs, your **employment with the College may be terminated**.
- D. Motorized Equipment
1. Motorized equipment (i.e. electric carts, forklifts, etc.) must be operated at all times in a safe and careful manner in compliance with applicable laws, including OSHA standards.
  2. Failure to operate such equipment in full compliance with these requirements, or operating such equipment while in the possession or use of intoxicants or illegal drugs or other illegal substances, is strictly prohibited and subject to immediate disciplinary action, up to and including termination as stated in Procedure 2410.
  3. The appropriate class of driver's license or other certification, as well as mandated safety training is required for the operation of this equipment.
  4. Operation of electric carts is restricted to authorized College personnel.
    - a. A valid Florida driver's license will be required before an individual may operate any College-owned electric cart or scooter, even though not required by law.
  5. All prospective drivers will be required to complete the Driver's Record Search and Vehicle Use Form, submit it to the Office of Risk Management and have approval prior to operating the vehicle.

	7/26/2007
PRESIDENT	DATE