

VEHICLE USE POLICY (PERSONAL AND RENTED)

Policy Number:

Owner Department: Finance and Administration

Effective Date: January 1, 2013

Approved By: President's Council

I. POLICY STATEMENT/PURPOSE

This vehicle use policy has been established to provide information and guidelines to employees regarding the use of personal and rented vehicles for official College business.

II. POLICY STATUS

New

III. DEFINITION(S)

Official College Business: Performance of, or necessary to, or in the course of, the duties of College employment; engaged in any work phase of employment, either assigned or implied within the course and scope of employment.

Employee: all part time and full time administrative staff and faculty members.

IV. SCOPE/KEY STAKEHOLDERS

All College employees

Exclusions: Students driving their own vehicles to scheduled events are entirely dependent upon their personal insurance.

V. POLICY ITEMS

Personal Vehicle for College Business

- A. Employees using a personal vehicle for College business are required to carry auto liability insurance with at least the minimum statutory coverage of:
 - a. Bodily Injury \$15,000 per person/\$30,000 per accident
 - b. Property Damage \$10,000 per incident
- B. The employee using a personal vehicle must ensure current proof of insurance is in the vehicle during all travel for College business.
- C. College's insurance policy does not cover damage to an employee's vehicle while driven on official College business. Employees should have their own collision and comprehensive physical damage coverage.

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- D. The College's auto **liability** insurance will be liable for the other party's bodily injury and property damage or if a formal complaint is filed against the employee or the College.
- E. Any bodily injury to an employee while driving a personal vehicle will be reported and handled by College's Worker's Compensation insurance. Passengers who are SCNM employees are covered by the College's Worker's Compensation insurance.
- F. Tickets, violations, etc. incurred by employees while using a personal vehicle for College business is the responsibility of the driver.
- G. An accident report must be filed immediately with the Administrative Services Coordinator who should in turn file a report with the College's insurance broker's Claims Services Representative.

Rental Vehicles for College Business

In order to minimize the risks that may exist, the College requires that all employees and students driving rental cars on official College business adhere to the following guidelines which are intended not only to protect the College and the driver, but also to raise awareness of the liabilities that can be assumed when entering into a car rental agreement.

- A. Car rental practices and agreements vary with each company and from one city to another. Since there are no College restrictions as to the selection of a car rental company it is very important to read thoroughly and understand the car rental agreement into which you are entering.
- B. Carry the College's Hired Auto Liability insurance card when using a rental car for College business. This will serve as proof of liability insurance. A copy of the insurance ID card is available in the office of the Administrative Services Coordinator.
- C. Even if paying with a private credit card, drivers need to make sure the **College's name** is listed or written in the rental agreement somewhere under their signature. Additional drivers, if applicable, should be added to the rental agreement.
- D. The College's commercial automobile liability policy provides physical damage and liability coverage for rental cars in the United States. Therefore, it is not necessary to purchase additional insurance provided by the rental agency.
- E. The College's commercial automobile liability policy does not cover any loss to personal effects or baggage.
- F. Follow the required steps outlined by the rental firm to report an accident. In addition, report the accident to the Administrative Services Coordinator and to your immediate supervisor immediately.

VI. **RESPONSIBILITY FOR IMPLEMENTATION**

Administrative Services Coordinator

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VII. NEXT REVIEW DATE

As needed

VIII. VERSION CONTROL AND CHANGE HISTORY

Version Control	Date Effective	Approved By	Amendment
1	1.1.2013	President's Council	
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IX. POLICY AUTHOR/CONTACT

Administrative Services Coordinator