

College Vehicle Policy

Revised: 7-2025

I. Purpose

This policy identifies the operation, maintenance, safety and life cycle management for all College owned vehicles, including motor pool vehicles, department owned vehicles, leased vehicles, trailers and low-speed vehicles (golf carts, gem cars, utility/service vehicles).

II. General

- College owned vehicles are only to be used for official College business.
- Drivers must adhere to all traffic laws and regulations established in the jurisdictions through which they travel and are personally responsible for any parking or moving violations received.
- Only those who are Authorized Drivers may drive College vehicles. All drivers must adhere to the Authorized Driver Policy to remain in good standing as an Authorized Driver for the College.
- Only Fort Lewis College students, faculty, staff and authorized volunteers are permitted in College owned vehicles.
- Drivers are prohibited from using a cell phone while operating a vehicle on College business
- All occupants, including the driver, are required to wear a seatbelt and cannot share seatbelts with other occupants. Occupants cannot exceed the number of seatbelts provided in the vehicle.
- Drivers may not use alcohol, legal or illegal drugs, including prescription medications that may impair physical functions, while driving a College vehicle. Drivers must understand and comply with the Distracted Driver Policy.
- Animals, except for service animals, smoking and vaping are prohibited in any College owned vehicle.
- All road legal vehicles will have telematics installed.
- All vehicles must have a vehicle number and should have college logos on both doors and a "How's my driving?" decal.
- All accidents must be immediately reported to the proper law enforcement agency and the Risk Management/Environmental Health & Safety department.

III. Motor Pool Vehicles

- Motor pool vehicles may only be rented and driven by College Authorized Drivers.
- The Authorized Driver renting a motor pool vehicle must inspect the motor pool vehicle pre and post operation and complete all required forms and logs for the motor pool vehicle.
- Departments are responsible for rental charges for all days motor pool vehicle is in their custody.
- Departments are responsible for the cost of damages and cleaning fees that occur during or as a result of their rental.
- Motor pool fleet shall remove all vehicles from service at 6 (six) years or 100,000 miles, whichever is sooner, or if a motor pool vehicle has had 3 (three) substantial mechanical issues.

- The Director of Physical Plant Services or designee shall be responsible for the maintenance and safety of all motor pool vehicles.

IV. Department Vehicles

- Departments may possess vehicles on a short or long-term basis if such a need exists. All financial obligations are the responsibility of the department including purchase or lease costs, fuel, maintenance, lost keys and repairs.
- Department vehicles must be titled and registered through Physical Plant Services.
- Department vehicles and operators must adhere to all College policies including the Authorized Driver, Distracted Driver and Driving Vehicles on Campus Sidewalks and Fire Lanes policies.
- Departments are responsible for the safe operation of all vehicles including pre and post operation inspection, preventative maintenance and other scheduled maintenance.
- Department vehicles shall be removed from service at 10 (ten) years or 100,000 miles, whichever is sooner, or if the vehicle has had 3 (three) substantial mechanical issues.
- Department vehicles that are campus use vehicles only and specialty vehicles and equipment will be inspected and evaluated annually by Physical Plant Services and Risk Management & Environmental Health and Safety.

V. Low-speed Vehicles

- Departments may possess low-speed vehicles (golf carts, gem carts, utility/service carts) for use on campus. These vehicles are not road legal and cannot be driven off campus or on roads. All financial obligations are the responsibility of the department including purchase or lease costs, maintenance, repairs and storage costs.
- All operators of low-speed vehicles must complete low-speed vehicle training as determined and assigned by the Risk Management/Environmental Health & Safety department.
- All operators of low-speed vehicles must adhere to all applicable laws and College policies.
- Any instance of careless, negligent or impaired operation of a low-speed vehicle will be reviewed/investigated by Campus Police and Risk Management/Environmental Health & Safety. Operators determined to have been careless, negligent or impaired while operating a low-speed vehicle shall be subject to corrective and/or disciplinary action, as well as civil traffic or criminal citation as appropriate and will have the privilege of operating a low-speed vehicle revoked.

VI. Rental Vehicles

- Only Authorized Drivers may rent and operate rental vehicles from external vendors for College business including College sponsored travel.

VII. Personal Vehicles

- Occasionally, employees, students or Authorized Volunteers may have to utilize a personal vehicle for College Business. All drivers must go through the Authorized Driver process and approval.
- Personal vehicles must be registered with the appropriate state motor vehicle agency.
- Vehicles must be insured per State of Colorado. Drivers who use a personal vehicle for College business are required to maintain their own vehicle, medical, and liability insurance.
- Drivers must adhere to all federal, state and local laws and College policies.
- Drivers are responsible for any parking or moving violations.
- The College is will not be held liable for any accidents caused by or affecting employees while using a personal vehicle for College business.

VIII. Accidents and Insurance

- All accidents must be immediately reported to the proper law enforcement agency and the Risk Management/Environmental Health & Safety department.
- All College vehicles are insured through the College when they are being used for official College business.
 - If a motor pool vehicle is damaged in a manner beyond normal wear and tear, due to negligence or carelessness, the renting Department will be financially obligated for repair costs.
 - Departments are responsible for all damage costs caused through the fault of the driver.
 - If a driver is at fault, negligent and/or is engaged in unlawful behavior at the time of an accident, damages may be chargeable to the driver.
- Misuse of College vehicles may result in the driver being personally liable, and in the revocation of Authorized Driver status and privilege to use College vehicles.
- Insurance coverage does not include personal injury protection. Employees on College business may submit a worker's compensation claim for bodily injury sustained while using a College vehicle on College business.
- For more information on vehicle insurance, please contact Risk Management/Environmental Health & Safety.