

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM
BUSINESS PROCEDURES MANUAL

Procedure 2.3
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Effective Date: March 1, 2010
Supersedes: Procedure 2.3 dated September 1, 2005
Applies To: Colleges and the System Office
Procedure Responsibility: System Facilities Management

Vehicles

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For vehicle acquisition and assignment information refer to Procedure 4.17

Section 2.3.1 - General

The applicable regulations are taken directly from the Kentucky Administrative Regulations Section 200 KAR. Seat belts should be worn at all times by the driver and all passengers in accordance with state law.

- A. Vehicle Operation – All persons must follow state law while driving a KCTCS vehicle or conducting KCTCS business while using a personal vehicle.
- B. KCTCS vehicles or Department of Transportation (DOT) vehicles leased for KCTCS use are for official use only. No personal use permitted unless vehicle is permanently assigned. If a vehicle is permanently assigned, please refer to business procedure 4.17.5. No family members are to be transported in a vehicle without a written waiver from the College president/CEO or System Vice-President or equivalent.
- C. Drivers should be aware of the importance of pre-trip and post-trip inspections (tire-tread condition and inflation, brakes, lights, etc.). It is recommended that a driver perform an inspection each time prior to departing with the vehicle and upon return. Drivers should also check the glove box to verify that the proof of insurance card is with the vehicle prior to departing with the vehicle.

Section 2.3.2 - Persons Authorized to Use Vehicles

- A. The following guidelines shall apply in consideration of the assignment of the drivers of KCTCS or DOT vehicles. Department heads are responsible for ensuring these guidelines are followed:
1. Must be a current KCTCS employee.
 2. A copy of a valid driver's license must be provided.
 3. Complete defensive driving assessment, if required, by the college or System Office President or their designee.
- B. A KCTCS College may impose additional requirements for approving drivers of KCTCS vehicles.
- C. When properly authorized and licensed, the driver is deemed acting as an agent of KCTCS while driving on business and is covered by KCTCS Motor Vehicle Liability Insurance Policy.

Section 2.3.3 - Occupancy

The number of passengers transported in any vehicle must comply with and not exceed the manufacturer's specifications and the guidelines established by the National Safety Council.

Section 2.3.4 - Out-of-State Travel

All qualified drivers as determined and approved under the above guidelines are permitted to drive out-of-state

Section 2.3.5 - Vehicle Problems or Repairs

If a problem or accident occurs while operating a DOT leased vehicle, please call (502) 564-4649 during business hours (7:30 a.m. – 4:00 p.m. Eastern), and Roadside Assistance after working hours at 1-800-241-3673. If the vehicle is inoperable, DOT will be responsible for the vehicle and any subsequent repairs. Repair work for these vehicles can be approved by DOT, up to \$1,000.

If a problem or accident occurs while operating a KCTCS-owned vehicle, please contact the CBO. If it is a System Office vehicle call the Office of Facilities Management during business hours (8:00 a.m. – 4:30 p.m. Eastern) at (859) 256-3234. If the problem or accident occurs during non-business hours, please call Toyota Roadside Assistance at (800) 444-4195 or the Kentucky SAFE Patrol at (877) 367-5982.

Section 2.3.6 - Vehicle Accidents

An operator whose vehicle is involved in an accident, regardless of whether or not the operator was in the vehicle at the time of the accident, must immediately contact a law enforcement agency, obtain an accident report, and submit a copy of the report to the Office of Facilities Management, Property Management Division within five (5) working days.

Section 2.3.7 - Vehicle Credit Cards

KCTCS vehicles are issued credit cards for fuel and oil purchases only.

Section 2.3.8 – Use of Electronic Handheld Communications Device in Vehicles

As per Business Procedure 1.19.3.D, the use of any electronic handheld communications device by an employee while driving a KCTCS vehicle is prohibited, unless the employee is using a headset or hands-free speakerphone or the employee moves the vehicle to a non-traffic portion of the road. If the employee is driving a personal vehicle, the use of a headset or hands-free speakerphone is required while using a KCTCS issued electronic handheld communications; otherwise, the employee must move the vehicle to a non-traffic portion of the road.

End of Procedure