
TITLE: USE OF COLLEGE VEHICLES

NUMBER: PRO 7-09

REFERENCE: Florida Statute 322.031
Florida Statute 322.01

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Lake-Sumter State College is committed to meeting transportation needs, promoting safety, and providing guidelines for vehicle use while performing College business. Vehicles driven by individuals for official business shall be operated in a safe manner and in compliance with all applicable rules, regulations, motor vehicle laws, and College policies.

The Vice President of Facilities Planning and Operations or their designee shall be responsible for maintaining an inventory of all College vehicles. All College owned/leased vehicles shall be kept in road worthy condition. The Executive Director of Human Resources or their designee shall be responsible for employee driver's license checks and records.

Statute 322.031, new employees that do not have a valid Florida driver's license by their first date of employment, must obtain a valid Florida driver's license for the class of vehicle being driven within 30 days of Florida residency and provide proof of the Florida license to Human Resources for validation and placement of a copy in the employee's personnel file.

6. Human Resources will conduct an initial motor vehicle records (MVR) screening upon employment and a bilo

1. College vehicles may be requested and reserved by completing a Workflow form.
 - i. You will receive an email indicating whether your request was approved and vehicle reserved.
 - ii. Pickup trucks and golf carts are reserved through Facilities
 - iii. 12 passenger vans are reserved through Athletics
 2. Complete a Workflow to request a fleet gas card, and if needed a toll transponder for the requested vehicle. These can be picked up at the Business Office.
 3. On the date reserved, the requested vehicle may be checked out from Facilities or Athletics.
 4. Each vehicle has a Vehicle Usage Log. Complete the information requested at the beginning and end of your vehicle usage.
 5. Return vehicle to Facilities or Athletics with full tank of gas, make sure to retain a receipt.
 6. If using golf carts, they must be returned to Facilities. Do not leave them parked somewhere on campus unsecured. Campus Safety will assist with after business hours return of vehicles to Facilities. Call 352 516-3795 for assistance.
 7. Return fleet gas card and toll transponder to Business office and complete direct pay form for gas purchase and submit.
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1. Vehicles may be rented for College business/travel in lieu of using a personal vehicle, or when no College vehicle is available. Vehicles should be rented through

1. Each vehicle contains a roadside assistance membership card and instructions.
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