

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT:** Motor Vehicles**EFFECTIVE DATE:** July 1, 2000; Revised October 1, 2009; July 1, 2024**Purpose**

The purpose of this policy is to establish the minimum regulations and procedures concerning the maintenance and operation of motor vehicles by employees of Southwest Tennessee Community College (“Southwest” or “the College”).

Definitions

State Vehicle- for purposes of this policy, a motor vehicle owned by the College, purchased with state funds, or leased using state funds.

Employee- any person employed full or part-time by Southwest. For purposes of this policy, an official volunteer at the College shall abide by the guidelines set forth for employees. An official volunteer is a person whom the College has properly registered with the Tennessee Board of Claims pursuant to Tenn. Code Ann. § 8-42-101(3)(B).

Policy

Procedures provide for the assignment of a College motor vehicle to certain persons for their official use. The purpose of this procedure is to provide structure to the assignment of vehicles under this policy.

General Provisions

- A. Motor vehicles are maintained at Southwest to facilitate the official business of the College. It is the responsibility of all employees who use College vehicles to ensure the efficient and economical use of them.
- B. All Southwest vehicles shall be used in accordance with the provisions of this policy.
- C. All Southwest vehicles shall be marked in accordance with the current Tennessee Board of Regents (“TBR”) Marking Plan.
- D. All drivers are required to have a valid driver’s license appropriate for the size of vehicle to be driven.
- E. Out-of-State use of Southwest vehicles will be limited to athletic events and other College-sponsored activities. Other requirements should be met through the use of commercial fleets.
- F. Southwest vehicles must be operated in accordance with city, county, and state traffic codes. Vehicle operators must pay for traffic citations written while the vehicles were assigned to them.

President

The Southwest President may be assigned a motor vehicle for use in performing the official functions of the office. Any use of such vehicle, which is solely personal in nature, shall be paid for by the President.

Motor Pools

- A. Southwest is authorized to maintain a central motor pool from which vehicles may be dispatched by employees for official business.
- B. When motor pool vehicles are maintained, an employee who needs to use a motor pool vehicle on Southwest business shall use a pool dispatched vehicle if one is available, unless the employee elects and obtains authorization to use a personally-owned vehicle as provided in the TBR General Travel policy, 4.03.03.00 and Southwest General Travel policy, 4:03:03:01/21.
- C. Motor pool vehicles shall be available for either trip assignments or special assignments.
 1. Motor pool vehicles available for trip assignments will be centrally controlled by the College and made available for specific trips and returned to the motor pool upon completion of trips and shall be used only for official business and not for personal use.
 2. With the approval of the Chief of Administrative Services, special assignment of motor pool vehicles may be made to a division or a person when necessary for use on a regular basis.
 3. Motor pool vehicles, including those used for trip assignments and special assignments may not be used for commuting purposes unless the employee:
 - a. Is departing upon or returning from an official trip away from their headquarters or the employee needs the vehicle to conduct College business after regular working hours or before usual working hours on the next day; or
 - b. Has been recommended by the President and approved by the Chancellor to be authorized to use the vehicle for commuting purposes.

Authorized Operators and Passengers

- A. Only Southwest employees with proper departmental authorization may be authorized to operate a College vehicle for official business. Authorization to use a College vehicle shall be limited to official use within the scope of the employee's employment.
- B. All employees must have a valid driver's license prior to being authorized to operate a College vehicle, and proof of the same is required.
- C. Passengers in College vehicles shall be limited to the following:
 1. Employees of the College when within the scope of employment;
 2. Students of the College engaged in College-sponsored activities; and
 3. Others when it is necessary for them to accompany an employee on official business or as guests of the College. The spouse and children of employees generally are not considered guests of the College,

unless their attendance is required at the event and they are listed on approved travel authorizations. This provision does not apply to the College President.

Penalties for Misuse of Vehicles

- A. Employees who misuse vehicles will be subject to disciplinary sanctions, depending upon the magnitude of the misuse and the frequency with which it has occurred. Misuse includes any of the following:
1. Utilization of radar detection devices in College vehicles.
 2. Violations of traffic laws, including, but not limited to, exceeding posted speed limits, reckless driving, and illegal parking;
 3. Careless operation that results in damage to the vehicle or injury to persons or property;
 4. Use of a vehicle for personal business or unauthorized commuting purposes; or
 5. Use of a vehicle contrary to the provisions of this policy.
- B. The President or the Chancellor will determine the penalty appropriate for each violation and, in addition, might require the employee to pay for damages to the vehicle caused by misuse.

Notice of Liability and Penalties for Misuse

A notice of liability and penalties for misuse of motor vehicles (Attachment A) shall be posted at the site where vehicles are usually checked out and is to be placed in each vehicle in a place visible to the drivers.

Exceptions

Any exception to this policy must be approved in writing by the President.

Smoking in State-Owned Vehicles

In recognition of the evidence that smoking is a health risk to the non-smoker as well as the smoker, Southwest has expanded its restrictions on workplace smoking to prohibit smoking in College-owned vehicles.

Purchase of Gasoline for State-Owned Vehicles

When feasible, all employees who are on official travel for the College should purchase gasoline for College-owned vehicles at approved service stations. See the Physical Plant department for approved providers. Expenditures incurred at other service stations must be justified in writing and attached to the invoice from the gas and oil vendor. The College vehicle tag number must be indicated on all receipts for gasoline purchases at other service stations. All employees are subject to this policy with the exception of the President.

Accidents Involving College Vehicles

- A. All accidents, whether minor or serious, involving College-owned vehicles must be reported as soon as possible to:

Southwest Tennessee Community College
Campus Police/Public Safety (901) 333-5555 or (901) 333-4242

- B. Reporting procedures require that a Uniform Traffic Accident Report be taken on every accident involving a College vehicle. If an accident occurs on private property and local law enforcement will take a report, Southwest Campus Police/Public Safety Department should be immediately contacted. This is in addition to any other reports required by states or municipalities.


- C. Accident victims desiring to claim damages due to motor vehicle accidents must complete a Claim for Damages Form. This form can be obtained by contacting the Southwest Campus Police/Public Safety Department at the telephone numbers provided above. The Executive Director of the department or designee will process the form once it is complete.

Source of Policy: Business & Finance

Responsible Administrator: Chief of Administrative Services

Related Policy: 4:03:03:01/21

TBR Policy Reference: 4:03:02:00

Approved: 
President

Date: July 1, 2024

Attachment A

Notice of Liability and Penalties for Misuse of Motor Vehicles

1. In the case of accidents involving employees of the College operating a College-owned vehicle, claims may be made against the College only through the Tennessee Board of Claims pursuant to Tenn. Code Ann. § 8-42-101(3)(B). In the alternative, injured persons may elect to initiate a civil action against the employee individually, in which case neither the College nor the state provides any protection against personal liability. Any employee who operates a College vehicle should obtain appropriate liability insurance for personal protection.

2. In the event that an employee misuses a College vehicle, the employee will be subject to one or more of the following penalties:
 - A. Written reprimand or warning
 - B. Suspension without pay
 - C. Dismissal
 - D. Payment for damages to the vehicle