



Santa Fe College Rules Manual

Title:	Use of College Vehicles	Procedure 6.6P
Based on	Rule 6.6	
Effective Date:	October 10, 1991	

Use of Vehicles Assigned to Physical Plant

Facilities Services will establish internal control procedures for all assigned vehicles that are normally used in its daily operation. These vehicles may be used by other departments at the discretion of the Vice President for Administrative Affairs and CFO. Individuals desiring to use any of these vehicles should follow the procedure below:

Submit a vehicle request form to Facilities Services a minimum of two working days before the planned trip. Forms are available at the Facilities Services Office.

Arrange with Facilities Services secretary to pick up the vehicle key during working hours.

If the vehicle is to be returned to the campus during non-duty hours, the vehicle will be parked adjacent to the U building loading dock and the key turned in to the SF Police Department.

Use of Vehicles Assigned to Divisions or Departments Other than Facilities Services

The following have responsibility for monitoring the rule and procedures relating to college vehicles:

- Mail Room - Director, Physical Plant
- Air Conditioning (Physical Plant) - Director, Physical Plant
- General (Physical Plant) - Director, Physical Plant
- Audio-Visual Services - Director, Media Services
- Student Activities - Director of Student Life
- Environmental Science - Director, Public Service/Technical Education
- Zoo - Director, Public Service/ Technical Education
- Field Trips - College Deans
- SF Institute of Public Safety - Director, Institute of Public Safety

Reporting Accidents

The vehicle operator is responsible for the reporting of any accident. Whenever a College vehicle is involved in an accident, irrespective of cause, severity, or fault, the driver will contact the appropriate law enforcement agency as soon as possible. (Personal injuries are obviously more important and will be taken care of before reporting to the proper authority.)

The vehicle operator will report the details of the accident to the SF Police Department as soon as practicable and will then notify his/her immediate supervisor during working hours.

The SF Police Department will fill out an accident report and submit copies to the Executive Dean for Administration, the head of the department responsible for the vehicle, and the Purchasing Department.

The Purchasing Department is responsible for processing claims and filing required accident reports with the insurance company.

Vehicle Maintenance/Repair

Facilities Services will maintain/repair all College vehicles, except those assigned to the SF Institute of Public Safety, within the limits of its capability.

Maintenance logs will be kept on all College vehicles which will indicate when scheduled minor repairs and tune-ups are required.

Division/department heads will be notified whenever maintenance/repair is required. Facilities Services will either repair or arrange for contract services to repair, provided that all parts and/or contract services are paid for by the owner division/department. Unscheduled maintenance/repairs will be handled in the same fashion.

Facilities Services will provide vehicle servicing on a scheduled daily basis. Users will be notified whenever a change in the schedule occurs.