

**CLOVER PARK TECHNICAL COLLEGE
POLICY**

CHAPTER	SECTION	TITLE	HISTORY		
			6	25	Transportation
			Revised		Next review 2017

POLICY

It is the policy of Clover Park Technical College to ensure that college owned, rented or leased motor vehicles as well as privately owned vehicles driven on college business are operated safely and within the requirements set forth by the Washington State Department of Enterprise Services. All drivers must produce proof of a valid Washington state driver's license every two (2) years, proof of valid insurance for a privately owned vehicle every two (2) years and attend a driver's safety briefing within sixty (60) days of employment.

College drivers authorized to drive college vehicles or privately owned vehicles on official state business must comply with all policies herein.

The President or his/her designee may authorize the use of a privately owned vehicle (POV) in the conduct of official college business when it is more advantageous or economical to the college that a person travel by a POV rather than a common carrier or a college-owned or leased motor vehicle. CPTC will not reimburse out-of-pocket costs for parking tickets, moving violations, or damages and insurance deductibles relating to POVs used on official college business.

When driving on official college business, all drivers are to have a driver's license recognized as valid under Washington state law. This license must be in the driver's possession while operating any motor vehicle used for college business. In addition, those driving a POV on official college business must carry proof of valid insurance that complies with the State of Washington's liability insurance laws.

Except as otherwise provided by law, or by DES, college-owned or leased motor vehicles are to be used only for official college business. Any person exercising control over and/or operating the vehicle is expressly prohibited from transporting unauthorized passengers.

The driver must:

- a. Operate the vehicle at all times in a professional and safe manner, and comply with applicable traffic laws and regulations,
- b. Promptly pay fines to the issuing agency for all parking tickets, citations or infractions received while operating a college vehicle. The payment is the sole obligation and responsibility of the driver and will NOT be reimbursed by the college,

- c. Notify the manager/supervisor by the end of the next business day upon notification by the applicable licensing agency that his/her driver's license has been suspended, revoked, or otherwise determined to be invalid,
- d. Complete the approved accident report form when an accident results in either, or both injuries to a college driver, authorized passenger(s), and or others or damage to a college vehicle, POV, and/or other vehicle.

APPROVAL:	
By: <u>Joyce Loveday</u> Dr. Joyce Loveday	Date: <u>5-31-17</u>
Board Chair Review: <u>[Signature]</u>	Date: <u>6/20/17</u>