

**SOUTHWESTERN ILLINOIS
COLLEGE**

DISTRICT 522

**BOARD POLICY MANUAL
POLICY
STATEMENT**

POLICY ISSUE: Vehicles

POLICY CODE: 7004

DATE ADOPTED: 10/91

DATE REVIEWED: 11/10, 12/13

DATE AMENDED: 01/14

Southwestern Illinois College owns and maintains vehicles to provide transportation for College faculty and staff to conduct college business in the most effective, efficient, and safest way possible. It is the policy of the Board of Trustees that:

1. All vehicles and equipment are to be operated in such a manner that minimizes engine idle time and reduces vehicle warm-up time.
2. College vehicles and rental vehicles are not to be used for personal purposes.
3. Vehicles are for the use of college faculty and staff to conduct college business.
4. All vehicles must be requested through the Physical Plant Office.
5. No one under 21 years of age will be allowed to drive college vehicles.
6. Students over 21 years of age will be allowed to drive a college vehicle when it is used for college business and when they are accompanied by a faculty or staff member. "Accompanied" means that a student 21 or older may drive the vehicle alone as long as a faculty or staff member is in another vehicle on the same trip.
7. Student workers 21 years of age or older, while performing their duties for the College, will be allowed to drive college vehicles on college business without a faculty or staff member present.
8. The vehicles are to be issued on a first come, first serve basis. In no case will a vehicle be over-booked.
9. Vehicles designated for the Maintenance staff and the Public Safety staff are not to be used by staff or faculty for general college business.
10. Rental vehicles shall be provided to conduct college business only when college-owned vehicles are not available and/or when personal vehicles are not suitable for the specific trip.
11. Alcohol and illegal drugs, to include medical marijuana or any medication that has the potential to impair the employees abilities, are not to be consumed prior to or during the operation of a college vehicle or a rental vehicle.
12. Firearms of any kind, where carried openly or concealed, shall not be allowed in any college-owned, leased or contracted vehicles with the exceptions listed in Policy 7020, Weapons.
13. The following conditions are considered to be a misuse of College vehicles:
 - A. Operating a College owned or leased vehicle without authorization from a College official.
 - B. Operating a College owned or leased vehicle without a valid Illinois, or other State, operator's license of the appropriate class for the type of vehicle being driven.
 - D. Permitting a person who is not a College employee, qualified student or student worker, to operate College owned or leased vehicles.
 - E. Engaging in unsafe practices, and or failure to use and ensure all passengers use all available safety equipment in the vehicle being operated.
 - F. Failure to promptly report damage to the operated vehicle or damage to other physical property either owned by the College or any other person, agency or institution.