Use of College Vehicles

Responsible Unit: *BCTC Business Services*
Reference: *KCTCS Business Procedure (BP) 3.3.22*
Effective Date: *January 31, 2013*
Supersedes: *September 13, 2012*

General Information

- Vehicles are for official use only.
- Violation of procedures may result in loss of privilege to utilize college vehicles and/or disciplinary action.

Vehicle Reservations

Reservations requiring special approval. The following circumstances require approval due to the limited number of vehicles:

Reservation Type	Approval Required
Greater than 3 consecutive days	VP Finance or designee
Overnight	VP Finance or designee
Out-of-state**	BCTC President, VP Finance or designee

****** The preferred method of transportation for out-of-state travel is commercial transportation or personal vehicle. Please see Employee Handbook, Section 5.2, Travel for additional information.

Making a reservation:

Contact Information. To make a reservation, please see the following employee by campus:

Campus	Contact (Name, Title)	Contact Location
Cooper	Barbara Smith, Cashier	Student Billing Office Oswald Building, Room 215
Danville	Judy Southerland, Campus Assistant	Danville Campus Room 103B
Leestown	Jamie Buford, Cashier	Business Office Admin Building, Room C126
Regency	Barbara Smith, Cashier	Regency Campus Admin Office Suite
Winchester	Arlene Ross & Joy Trent	Winchester Campus Front Office

Vehicle Reservations (continued)

Information Required. You must provide the following information in order to reserve and use a college vehicle:

Drivers Certification Form (FM80)	Must be renewed every 3 years.
Driver's License	Must be current.
Insurance Card	Must be current.

Reservation Priorities.

- Reservations are on a first come, first serve basis.

Use of Vehicles

Restrictions:

- Family members, guests and students are not allowed to drive college vehicles.
- Use of a cell phone while driving is prohibited.

Responsibilities: The individual who reserves the vehicle is responsible for the following:

- Control and protection of vehicle keys,
- Control and protection of gas card,
- Completion of vehicle usage log,
- Submission of fuel receipts to Business Office,
- Returning the vehicle in the following condition:
    - With a full tank of gas.
    - Clean (free of trash) on the inside.
- Advising the Business Office of any mechanical problems noted.
- Reporting accidents: In the event of an accident, you should:
    - Notify responsible authorities.
    - Obtain a copy of the police report.
    - Provide police report to the Business Office.
- Paying citations and moving violations.

Additional Information

KCTCS Administrative Policy & Procedures:

3.3.22.8 – Use of handheld electronic device while driving
3.3.22 – Motor vehicle policy