

Policy III.3008.A, Use of College Owned or Leased Vehicles

Purpose

San Jacinto College (College) owns and/or leases vehicles for multiple uses to conduct its day to day business. The College strives to maintain its fleet of vehicles in good operating condition and expects those who are authorized to operate the vehicles to abide by procedure set forth in this policy. The policy is written for the purpose of preserving the College's investments, establishing protocols for ensuring effective vehicle utilization, and establishing safety protocols and expectations for vehicle operators.

Policy

Vehicles, whether owned or leased by the College, are to be used solely for college related business. Operation of college vehicles for personal use is prohibited unless provided otherwise in an employment or other written agreement approved by the Board of Trustees.

All drivers of college owned or leased vehicles must hold a current valid Texas driver's license appropriate for the intended usage of the vehicle, must have successfully completed an approved on-line Drivers Training Course, and must be eligible for coverage under the College's insurance policies.

Procedures related to this policy, shall include processes regarding reservations and priorities for usage of college-owned or leased vehicles.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

Associated Procedures

Procedure III.3008.A.a, Use of College Owned or Leased Vehicles

Date of Board Approval	March 5, 2018
Effective Date	March 6, 2018
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Director, Safety, Health, Environment and Risk Management (SHERM)
