

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: College Vehicles	NUMBER: 03-23
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261	SEE ALSO: 03-23AP • Administrative Procedure 03-23AP: College Vehicles
DATE ADOPTED: 12/01/97; Revised 1/22/01; 11/17/08	

A College vehicle may be assigned to an individual by the Board or may be reserved for general use by College personnel. An individual who is required to perform assigned duties after normal working hours may be assigned a vehicle. The College will pay all operating costs of College vehicles not paid for with grant funding, including insurance, maintenance, and operating expenses.

Grant-purchased vehicles will be assigned to grant employees working on the project that funded the vehicle. Maintenance and operating expenses will be paid from said grant funds.

Non-employees may be authorized to drive College vehicles for educational purposes.

The off-campus use of College-owned or leased vehicles must be approved by the President or the Vice President for Administrative Services prior to use. Only authorized individuals shall be permitted to drive College-owned vehicles.

In order to optimize operator and passenger safety, safety belts shall be worn at all times by all operators and passengers in College vehicles.

Any vehicle assigned to the Campus Police Department shall not be available for general College use.

The President shall establish procedures for the use and control of College vehicles.