



Policy No.	Administration II-20
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Approved:	Cheryl Thompson-Stacy
Date:	June 14, 2011
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STATE VEHICLE POLICY

1.0 Purpose

To provide eligibility requirements necessary to operate a state vehicle.

2.0 Revision History

Revised: Oct. 31, 2016

3.0 Applicability

This policy applies to all students, faculty, administrators, and staff who use state owned vehicles.

4.0 Policy

It is the policy of LFCC to follow all state policies and procedures applicable to the use of state vehicles and to provide up to date information regarding their use to ensure the safety of the persons using the vehicle. In addition, it is the goal of LFCC to maintain the vehicles in such a way as to preserve their functionality in accordance with state procedures.

The Department of General Services, Office of Fleet Management Services states¹ that “a vehicle driver must have a valid driver’s license to drive any state-owned vehicles.” It is the College’s responsibility to “establish internal agency procedures to assure vehicle drivers possess a valid driver’s license and acceptable driving record” and to “guarantee employees possess a valid driver’s license prior to authorizing use of a state-owned vehicle.”

5.0 Definitions

FAS – Financial and Administrative Services

Major Driving Conviction – See DMV 115 form – Six Point Violations

¹ <http://www.dgs.virginia.gov/LinkClick.aspx?fileticket=w6ZhTKzTg5g%3d&tabid=166&mid=537>

6.0 Responsibilities

Students, faculty, administrators and staff are responsible for familiarizing themselves with the Office of Fleet Management Services Policies and Procedures Manual and appropriate sections of the Commonwealth Accounting Policies and Procedures (CAPP) manual. It is highly recommended that anyone driving a state vehicle take the DGS Online Driver Safety and Policy Training Program available on the Knowledge Center.

The Office of Financial and Administrative Services is responsible for tracking and maintaining an eligibility spreadsheet for various aspects of state vehicle use to include: DMV notifications, 15-passenger van training and accident information.

7.0 Procedures

1. Students will be required to provide a current driving record prior to using a state vehicle. Student driving will be limited to an as needed basis only. Students will be permitted to drive other students in the state vehicles under the following conditions:
 - i. The student driver must be 21 years old
 - ii. The student driver must have a valid driver's license and must bring a copy of their driving record prior to traveling.
 - iii. On an as needed basis only
2. All students, faculty, administrators, and staff, must review the state travel guidelines and comply accordingly.
3. For 15 passenger van use, all faculty, administrators and staff must complete the Defensive Driving Training program provided by the College. This includes an instructional video and behind the wheel instruction with a campus police officer. Students and anyone under age 21 will not be permitted to drive the 15 passenger vans.
4. The mandate of the Accident Review Committee as per the Department of the State Police is to review and evaluate the circumstances surrounding all state vehicle accidents. An accident review committee comprised of the Agency Transportation Officers, the Chief of Police, the HR Director, and a representative from Student Success will meet on a case by case basis within two weeks of an accident to review and evaluate the circumstances surrounding all state vehicle accidents and to provide recommendations. Accident information will be summarized in a required annual report that is sent to the Virginia State Police.

8.0 Sanctions

9.0 Interpretation

Authority for interpretation of this policy rests with the Vice President of Financial and Administrative Services.

10.0 Authority/Reference

- Office of Fleet Management Services Policies and Procedures Manual
- Department of Motor Vehicles