

**BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE****VEHICLE USAGE**

**Date approved by cabinet: February 6, 2023**

**Effective date: March 13, 2023**

**Expiration date (5 years from effective date if not renewed): March 13, 2028**

**Section 1. Purpose**

- 1.1. In compliance with the West Virginia Fleet Management Policies and Procedures – Legislative Rule 148CSR3, and the Governor’s Fleet Administrative Policy, BridgeValley Community and Technical College (College) is committed to reducing its costs and energy consumption through efficient and effective use of motor vehicles.

The purpose of the College-Owned Vehicles (COV) is to provide transportation to those attending local meetings, travel between campuses, carpooling for employees and students to meetings and campus events.

**Section 2. Procedures**

- 2.1. Requirements for Driving College-Owned Vehicles (COV) or Rental Vehicles

- 2.1.1. All drivers need to complete all requirements each year for driving a College-Owned Vehicle (COV) or Leased Vehicle. This is a requirement by the Governor’s Office, Fleet Management and our insurance.
- 2.1.2. To operate a COV or a Rental Vehicle for college purposes or to receive reimbursement for Privately Owned Vehicles (POV), all employees and the SGA President are required to:
- 2.1.2.a. Have a valid driver’s license, a copy of which must be on file in the Agency Fleet Coordinator’s (AFC) Office of the Operations Division as well as the last 4 digits of your social security number;
- 2.1.2.b. Notify the AFC if your license is revoked and/or suspended and will be unable to operate a State vehicle. These will be checked annually through the WV DMV. Failure to notify the AFC could result in disciplinary action up to and including termination;
- 2.1.2.c. Prior to January 15 of each year, all drivers are to read and sign the following forms:

- 2.1.2.c.1. DOA-FM-11 – Fleet Policies and Procedures Driver Acknowledgement
- 2.1.2.c.2. DOA-FM-031 – Fuel Card User Agreement
- 2.1.2.c.3. DOA-FM-023 - Defensive Driving Training and DMV Driver’s License Record
- 2.1.2.c.4. BridgeValley CTC Vehicle Usage Policy
- 2.1.2.c.5. Governor’s Administrative Policy – Employee Use of Employer Provided Motor Vehicles

2.1.2.d. Prior to January 15 of each year, all drivers are to complete two hours of defensive driving requirements. This may include videos or presentations offered on-line or through on-site workshops and may include examinations offered by the College. Two hours of Defensive Driving requirements must be completed on an annual basis prior to operating a State vehicle.

## 2.2. Rules and Guidance for Vehicle Use

- 2.2.1. Smoking is prohibited at all times in State vehicles;
- 2.2.2. Alcohol or illegal drugs are prohibited at all times in State vehicles;
- 2.2.3. Cell phone usage is prohibited during the operation of a vehicle;
- 2.2.4. Vehicle must be locked at all times when not in use;
- 2.2.5. All travel must be for State business. No personal business or travel is authorized or permitted;
- 2.2.6. Seat belts must be worn at all times;
- 2.2.7. Vehicle is to be cleaned out of trash/debris upon returning to the College.
- 2.2.8. Vehicle is to be returned to parking spaces reserved for State Vehicles (by the West Wing of B2000 in South Charleston and on the back side of DAVIS in Montgomery). The CDL truck and bus and Lineman trucks will be parked in their designated spots.
- 2.2.9. COVs will have a limit of 500 miles round trip.
- 2.2.10. COVs will not be allowed to sit for 24 hours or more at any commercial transport site.

- 2.2.11. Travelers are responsible for any fines or penalties resulting from citations, charges, or warrants attributable to operator negligence. Such fines and penalties shall not be reimbursed.
- 2.2.12. Please note that the College does not provide transponders for toll roads. Please talk with your supervisor about reimbursement and request receipts if you are able to be reimbursed for the fees.
- 2.2.13. Vehicles that have been determined to be dedicated to a specific department may be exempt from portions of this policy.

### 2.3. Reserving a Vehicle

- 2.3.1. To reserve a vehicle, create a ticket using the following link - <https://forms.office.com/Pages/ResponsePage.aspx?id=hxZXCpuNU0yDHHPSO Ctr19uV8IGgpKJLlekGJD5OY0NUNVFXNTJVRiy2WTVXT0c5RFRNWDFBSFBaWS4u>. Indicate the driver, beginning and ending dates of travel, times for picking up and returning keys, destination, reason for travel and vehicle specification. The AFC in the Operations Division will be responsible for the approval and management of vehicle requests. Only employees and the SGA President of the College may request and operate a COV once all requirements have been met. Only employees, students, and BridgeValley contracted employees may ride in a COV. When multiple uses are requested for the same day, priority will be given to employees traveling the farthest distance or if carpooling is required. Any individual who reserved the COV but is being “bumped” by another employee who is traveling a longer distance will be notified of the change at least 24 hours prior to the date of the planned trip.

### 2.4. Keys, Log sheets, and fuel purchases

- 2.4.1. Failure to adhere to any of these policies mandated by the WV Legislature, Governor’s Office, Fleet Management Division and BridgeValley Community & Technical College will result in suspension of driving a State vehicle or being reimbursed for personal vehicles for one year. Please note that failure to turn in log sheets and fuel receipts as required can result in the use of the vehicle and fuel to be considered wages and will appear on your W-2.
  - 2.4.1.a. In South Charleston and Montgomery, please pick up keys for COVs from campus police. Upon returning the vehicle, please place keys and fuel receipts in the drop box outside of the Security Office if police are not available.
  - 2.4.1.b. Monthly Log Sheets are provided in all vehicles and documentation is required every time a vehicle is in operation. If a log sheet is not in the vehicle, please contact the AFC and keep the information required

below. Each State licensed vehicle must contain a log sheet to include (at a minimum):

2.4.1.b.1. Vehicle Name and VIN Number – This has already been listed.

2.4.1.b.2. Driver's Name

2.4.1.b.3. Date/s of Travel (Beginning and Ending) – If you only travel on the 5<sup>th</sup> of the month, please list your travel on line 5. If travel includes an overnight stay and you are leaving on the 5<sup>th</sup> of the month and returning on the 6<sup>th</sup>, you will enter your travel to your destination on line 5 and to either South Charleston or Montgomery on line 6. Mileage is to be listed on both dates.

2.4.1.b.4. Destination – Where are you traveling

2.4.1.b.5. Reason for Vehicle Use – Is this a meeting, conference, CDL Practice, transport students to event, clinical site visit, etc.

2.4.1.b.6. Mileage (Beginning and Ending) and (Commuting and Business) Please note that if you have any Commuting travel, you will be given an IRS Form for filing taxes approximately at the same time you are provided with W-2's.

2.4.1.b.7. Log sheets are to be turned in to the AFC on the 1<sup>st</sup> of each month for the previous month.

2.4.2. All COVs have an assigned gas card. At no time should a COV be returned with less than one-half (1/2) tank of gas. Failure to do so will result in suspension of driving a State vehicle or being reimbursed for personal vehicles for one year. Each driver will be assigned their own PIN # that includes directions on how to fuel the State vehicles.

2.4.3. If you are in an accident while driving a COV and are able, please contact the local law enforcement agency where the accident occurred and the AFC (Carma McKemy – 304-205-6649). Complete the Insurance Loss Notice form within 48 hours of the accident, if you can. The link is <https://brim.wv.gov/claim/Documents/notice1.pdf>. All accidents must be investigated by the College within two (2) calendar days of the accident.

2.4.4. Should you have any auto mechanical problems while traveling, please call the AFC (Carma McKemy – 304-205-6649). Should the AFC not be available, contact Holman/ARI directly at 800-223-2237). You will need the Client Code: 5R82 and the last 6 digits of the VIN # (registration cards are in the glovebox of

each vehicle). Please give your cell phone number as the tow truck driver will need to contact you.

- 2.4.5. In the event a faculty member teaches a class at a location other than their home-base, if they are returning the COV after the College is closed, they are to put the keys under the driver's seat and lock all doors.

## 2.5. Privately Owned Vehicles (POV)

- 2.5.1. POV should only be used when college-owned or leasing a vehicle is not available. The use is authorized by the supervisor on the College Travel Authorization Form, and employees' travel requirements are infrequent. The WV Travel Management Office approves the state mileage reimbursement rate and can be found on their website; however, the College assumes no liability for insurance coverage while the POV is being used for College business. Use of POVs to conduct College business is strictly voluntary on the part of the employee and cannot be compelled to use a POV for the convenience of the College.

<http://www.state.wv.us/admin/purchase/travel/mileage.html>

- 2.5.2. POVs should not be used when reimbursement costs are expected to exceed \$50 per day, unless an agency approves use because of the following: (a) an agency vehicle is not available, (b) the cost of mileage reimbursement for a POV is less than the cost of commercial travel for an employee (air, rental car, etc.), (c) the mileage limit will be exceeded, or (d) the vehicle will be sitting for 24 hours or more at a commercial transport site. In all cases, use of POVs will be on a voluntary basis by the owner of the vehicle.

## 2.6. Rental Vehicles

- 2.6.1. Rental Vehicles shall be used only when a temporary need arises and state vehicles are not available. Only the state employee authorized on the Rental Agreement is permitted to operate the vehicle. All rental vehicles are to be refueled prior to returning in accordance with the Rental Vehicle Agreement. Only state employees authorized to drive a State vehicle, may use a rental vehicle if a need arises.