

Bay Mills Community College

Vehicle Use Agreement – Policies and Procedures

Bay Mills Community College (BMCC) expects each driver to operate college vehicles in a safe and courteous manner, and drive defensively to prevent injuries and property damage. All drivers of BMCC vehicles agree to operate the vehicle in accordance with the following policies and procedures. Failure to adhere to these policies may result in revocation of the privilege to operate a college vehicle.

Policies and Procedures:

1. Must have a valid and current driver's license on file with the Accounting Department and be approved by BMCC's insurance company to operate a college vehicle.
2. Complete the Vehicle Requisition and Use Agreement Form as soon as travel has been approved by your supervisor and give the form to Wade Teeple.
3. Pick up keys from Wade Teeple during normal business hours (8 a.m. to 4:30 p.m.) on the day you are scheduled to use the vehicle.
4. Return the keys to Wade Teeple immediately after use. Do not leave keys in the vehicle.
5. Log the mileage and provide it to Wade Teeple at the conclusion of the trip.
6. Use College vehicles for authorized business only. Drivers will not permit any unauthorized person to drive the vehicle. Unauthorized drivers may be personally liable for any accident or loss.
7. Drivers must follow all applicable state laws and rules relating to driver and passenger safety and use safe driving principles, practices and techniques at all times.
8. All drivers and passengers operating or riding in company vehicles must wear seat belts.
9. Drivers must have a valid driver's license for the type of vehicle to be operated, and keep the license(s) with them at all times while driving.
10. Drivers MUST notify the College of any event that affects his/her ability to meet his driving work requirement (license suspension, DUI, etc.).
11. All CDL drivers must comply with all applicable D.O.T. regulations, including successful completion of medical, drug, and alcohol evaluations.
12. The use of a company vehicle while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including dismissal.
13. Must not transport any alcohol (unless specifically permitted), drugs, or other contraband in any College vehicle.

14. Payments for all traffic or parking violations shall be the personal responsibility of the driver.
15. **Vehicles shall be returned in clean condition**, ready for use by another party.
 - a. All trash and personal belongings need to be removed from the vehicle before returning it.
 - b. If the vehicle requires cleaning, the department using the vehicle will be assessed a **cleaning fee of \$150** and the driver may lose vehicle privileges or receive other disciplinary action.
16. **Drivers are responsible for returning the vehicle with a full tank of gasoline and must report any damage, breakdown, or mechanical problem to Wade Teeple.**
17. **No smoking will be permitted in any College vehicle.**
18. If the user picks up the vehicle and finds it dirty and/or with less than three-quarters of a tank of fuel, notify Wade Teeple immediately at (906) 248-8421.
19. Must not allow animals (with the exception of service animals) in college vehicles.
20. All accidents involving company vehicles, regardless of severity, must be reported to the police. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including dismissal.
21. All accidents or vehicle damage must also be reported to the Vice President for Business and Finance as soon as possible, and also in writing, stating:
 - a. Who was driving;
 - b. The cause of the accident;
 - c. The person responsible for the accident;
 - d. Any other information that is required by the BMCC insurance company.