

NWIC Vehicle Policy

I. PURPOSE

The purpose of this policy is to administer NWIC owned/leased vehicles and employee use of personal vehicles for college-related travel.

This policy shall be incorporated into the NWIC Travel Policy.

This policy does not apply to any vehicle provided exclusively for the President's use.

II. POLICY

A. This policy outlines:

1. The administration of NWIC owned & GSA leased vehicles
2. Use of personal vehicles when an NWIC-owned vehicle is not available
3. Mileage reimbursement when NWIC vehicles are not available
4. Employee eligibility and responsibility
5. Safety & Liability
6. Transportation of passengers
7. Use of NWIC owned vehicles by non-employees

III. NWIC owned & GSA leased vehicles

NWIC owned/leased vehicles include all vehicles maintained in the NWIC Carpool, as managed through the Business Office, and all NWIC Departmental Vehicles.

NWIC Marine Vehicles are administered under separate policy.

A. Car pool vehicles

College owned/leased vehicles available for check out are managed through the Business Office.

1. Costs associated with use of the car pool vehicles will be assigned to the department travel budgets, as noted on the Vehicle Use Approval form.
2. The Business Office shall publish the procedure for providing a completed Vehicle Use Approval form, and maintain authority for ensuring its use is consistent with these policies.

B. Departmental Vehicles

Some college-owned vehicles are owned for primary use by one department. These vehicles are not managed by the Business Office and are not, typically, available for use by employees outside of that department.

1. Maintenance costs and expenses for departmental vehicles are covered by Institutional budget, while the gasoline expenses for the vehicle are covered by the department to which the vehicle is assigned.
2. The department supervisor may, at his/her discretion, allow other employees access to the vehicle, and may set up a process with the Business Office to charge standard per/mile charges to other departments.

C. Refueling and Use of Gas Cards

1. Refueling of college owned/leased vehicles must be facilitated with the use of the Fleet gas cards, whenever possible.
2. The mileage rate charged to the departmental budgets assumes that a Fleet card was used. This rate will not be adjusted, even if another form of payment is used.
3. Department budget will be charged for additional costs if another form of payment is used.

IV. Use of Personal Vehicle for College-Related Travel

Eligible NWIC Employees are required to use NWIC owned/leased vehicles for work-related travel, whenever possible and/or reasonable. In the event a college owned/leased vehicle is not available or the use of one is not reasonable, the employee may be eligible for mileage reimbursement for use of their personal vehicle.

A. Reimbursement of mileage for use of an employee's personal vehicle for work-related travel requires approval and authorization by the employees' supervisor.

1. Reimbursement of mileage to an employee is authorized from the department's travel budget.
2. The Rate of Reimbursement for mileage is determined annually by the NWIC Business Office. (Finance Manual – 943 – Mileage reimbursement consistent with IRS/GSA rate)

B. Use of a college owned/leased vehicle may not be "reasonable" when:

1. One person traveling and only a 11 passenger van is available;
2. An employee has a disability that the available college-owned vehicles do not accommodate.
3. Travel within local area (less than 20 miles round-trip).

C. If an employee elects to use their personal vehicle when a college vehicle is available, the employee will be reimbursed a reduced mileage rate – equivalent to ½ of the current Rate of Reimbursement noted in IV.A.2.

V. Employee Eligibility & Responsibility

A. Employee Eligibility

1. An employee is eligible to use a NWIC-owned or GSA leased vehicle if he or she satisfies the following insurance eligibility requirements:
 - a. Is an employee of NWIC
 - b. Is 18 years of age or older
 - c. Has a valid Driver's license
 - d. Meets the current insurability guidelines, as provided by the NWIC insurance carrier.
 - e. The NWIC HR dept. will maintain documentation and verification of all eligible drivers.

2. An employee is eligible for reimbursement of mileage for use of his or her personal vehicle if/when the following eligibility requirements are met:
 - a. Is an employee of NWIC
 - b. Has a valid State Driver's license
 - c. Has valid proof of insurance
 - d. Has met the additional criteria noted in Section IV, above.

B. Employee Responsibility

Employees are expected to:

1. Report all accidents or incidents within one business day of the incident. This includes, but is not limited to, infractions, accidents, altercations, vehicle damage, mechanical issues, etc.
2. Provide and maintain updated information on license status annually or anytime the status of the driver's license changes, including tickets or other violation that may impact the employee's insurability.
3. Maintain vehicles cleanliness and comply with procedural aspects of vehicle check-out, including, but not limited to, inspections for damage, fuel level, reporting mileage, etc. and reporting vehicle needs on the form provided.
4. Refrain from personal use of college owned/leased vehicles.
5. Be responsible for all fines and penalties for traffic infractions.
6. Refrain from smoking in college owned/leased vehicles.
7. Acknowledge that recurrent disregard for the above noted expectations may result in loss of driving privileges for up to 90 days.
 - a. If an employee loses the privilege of using a College vehicle, for such disregard, the employee will be eligible for reimbursement of mileage according to Section IV.C.

C. Supervisor Responsibility

1. Signing the Vehicle check out, indicates approval of the travel, authorization for use of departmental budget funds to cover travel costs and knowledge that , the employee is listed as an eligible driver with the Human Resources Department.

VI. Safety & Liability

NWIC employees should travel with utmost care for safety when traveling for college-related travel, not only for their own personal safety and for the safety of college property, but also for minimization of college liability in the event of an accident.

A. NWIC employees shall abide by the following safety requirements while operating any vehicle for college-related travel.

1. Comply with all State, Local and Tribal traffic laws and the lawful instruction of emergency and law enforcement personnel.
2. Comply with all HR policies governing employee conduct, including, but not limited to, the Drug Free Workplace policies – Section 5.5, NWIC HR Personnel Policy & Procedures Manual.
3. Use of cell phones and handheld computers for calls, emails, texts, etc., while driving is prohibited, even if traveling in areas where it is legally permissible.

B. NWIC carries appropriate liability insurances. In the event of an accident in a personal vehicle, NWIC insurance will not cover any physical damages to any vehicles and will be a SECONDARY insurance for purposes of liability.

VII. Passengers

A. Transportation of students

1. Student passengers are permitted in college vehicles for student related activities.
2. Transportation of student passengers is not encouraged in an employee's personal vehicles, as the personal insurance of the driver is the primary responding insurance coverage, thereby incurring potential personal liability for the employee(s).

B. Community passengers

Passengers in college-owned/leased vehicles who are not employees or students are considered "community passengers."

1. Community passengers must be pre-approved by the departmental supervisor

NWIC VEHICLE POLICY

2. Community passengers must sign a liability release, prior to riding in the college owned/leased vehicle. *(This form is available in the Business Office)*

VIII. Non-employee drivers

Use of NWIC-owned vehicles by non-employees can be considered only under special circumstances.

- A. Use of NWIC-owned/leased vehicles by non-employees is permitted under the following circumstances:
 1. An employee has “sponsored” the non-employee and has obtained approval of the Vice President of the employee’s department.
 2. Charges for use of the vehicle are to be estimated and covered prior to “check out” of the vehicle. Charges are finalized when the vehicle is returned, and any remaining payment for use of the vehicle is due immediately.
 - a. In the event a non-employee driver is accompanying an employee for college business, the charges will be covered by the employee’s departmental budget.
 3. A valid driver’s license is provided in sufficient time to verify the individual is insurable by the NWIC insurance carrier.
 4. The non-employee signs an agreement to abide by NWIC guidelines for use of the NWIC-owned/leased vehicle noted in this policy and a waiver of liability. *(This form is available in the Business Office)*

IX. Grant funded vehicles

When a vehicle is funded by a grant that requires use policies that are more restrictive than those approved here, those policies can be incorporated, with administrative approval, as a policy addendum during the time of the grant. Grant policies cannot be less restrictive than those above.

Reviewed by Finance and Ad Hoc Committees via email – April 2013

1st Reading to the Admin Team – May 17, 2013

2nd Reading to/Approved by the Admin Team – June 5, 2013

1st Reading by the Board of Trustees – June 5, 2013

Back to the Admin Team – July 31, 2013

2nd reading by the Board of Trustees – September 11, 2013

Back to Admin Team – October 16, 2013

Approved by the Board of Trustees – November 1, 2013