

**LEE COLLEGE DISTRICT**

**GUIDELINES FOR USE OF COLLEGE OWNED VEHICLES**

1. All vehicles used in off-campus activities will be under the supervision of a designated faculty or administrative staff member. At the termination of each trip, the responsible faculty member(s) or staff personnel shall file a written assessment of the trip regarding details and circumstances involving any accidents that occur while the vehicle(s) is under their supervision. This report shall be filed with the appropriate departmental chairperson and dean with a copy of the report sent to the maintenance supervision. In case of an accident, insurance requires a written statement from the driver of the vehicle.
2. Each vehicle used shall be accompanied at all times by a predesignated responsible party. Whenever possible, the responsible party should be the driver of the vehicle. Since the driver of the vehicle must be eligible for coverage by the College automobile/fleet insurance policy, approval must be secured through the Lee College Purchasing Coordinator.
3. A list of prospective drivers must be filed at least ten (10) days in advance of the trip. This list is to be turned in to the maintenance office and it must include the person's name and Texas Driver's License number.
4. The following guidelines should be used in the selection of drivers:
  - a. All drivers must be at least twenty-one (21) years of age.
  - b. All drivers must have a valid Texas Driver's License.
  - c. Drivers' records should be clear of tickets and/or accidents for at least one year and be satisfactory prior to that time.
  - d. Drivers must be free of any physical handicaps, which might endanger the safety of other passengers.
  - e. No person may drive while under the influence of alcohol or other drugs.
  - f. A list of drivers should be filed with the request for trip ticket.
5. NO alcoholic beverages or illegal drugs may be transported in any college owned vehicle.
6. Seat belts must be worn at all times the vehicle is in operation. This applies to all persons in the vehicle.
7. Returned vehicles should be free of trash and personal articles. Every vehicle should be cleaned out by the group using it prior to its return to maintenance.
8. Those who operate College vehicles for day to day use should obey all the above rules.

Lee College

PRINT NAME \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

TEXAS DRIVER'S LICENSE \_\_\_\_\_

DEPARTMENT/TEACHER \_\_\_\_\_

I have read and agree to comply with the above guidelines

Signature \_\_\_\_\_

Date \_\_\_\_\_