

# VERMONT TECH

## Manual of Policy and Procedures

<i>Title:</i>  <b>College Vehicles</b>	<i>Number:</i> <b>T 602</b>	<i>Page(s):</i> <b>2</b>
	<i>Date:</i> <b>May 15, 2017</b>	

### PURPOSE


Vermont Technical College maintains a fleet of vehicles to be used for College business. This policy and procedure outlines the guidelines and procedures to be employed to use College vehicles.

### STATEMENT OF POLICY

1. Availability  
Vehicles in the College motor pool will be available for use on College business to the extent that the College is able to fill requests.
2. Priority  
Generally vehicles may be reserved on a first-come basis. However, the College will establish priority use as necessary. Priorities will be:
  - A. Academic related
  - B. Intercollegiate athletics
  - C. Administrative College business
  - D. Professional development and chartered student organizations
  - E. Residential life programs approved by Dean of the College
3. Vehicle Assignment  
Vehicle will be assigned to approved operators by the Physical Plant Officer after receipt a request from the appropriate individual, division, or department.
4. Charges  
Non-Academic departments will be charged on a per mile rate for vehicle use. Academic departments will not be charged for vehicle use when the trip is academic related.
5. Request and Vehicle Assignment  
Vehicle Request/Travel Report forms are obtained from the Physical Plant Office. Personnel requesting a vehicle should complete and return the form to the Physical Plant Office as much in advance of the travel date as possible.
6. VSC POLICY: The following policy governs the use of vehicles within the VSC to include Vermont Tech and must be read by any person requesting to use a vehicle owned or leased by the College.

## POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
  - a) September 1990
  - b) August 2005
  - c) May 2017

Signed By:  Patricia Moulton President
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