



Procedure 121-12 Vehicle Usage
Sponsor: Business and Administration Services

Purpose

The purpose of this procedure is to govern the method for use of vehicles owned, leased, or operated by Coconino Community College, hereafter referred to as “College” or “CCC,” and outline the requirements of employees who use them. This procedure shall be adhered to for the safety of employees as well as the security and liability of the College.

Definitions

CCC Vehicle - Includes an automobile, automobile truck, automobile wagon, motorcycle, or any other self-propelled vehicle designed for running on land but not on rails and which is owned, leased, or operated by the College.

Procedure

The Executive Director of Facilities and Security is responsible for establishing guidelines related to the use of CCC Vehicles.

All College employees who use a CCC Vehicle are required to comply with the guidelines in this procedure.

Employees who violate the terms of this procedure may be disciplined, up to and including termination of employment, by the College.

Licensing Requirements

The College follows Arizona Administrative Codes on state vehicle usage and licensing responsibilities. (AAC Title 17, R17-1-403).

Employees must be at least 18 years old to operate college vehicles or drive on college business. Employees should be advised that it is a violation of College policy and State law to drive a CCC Vehicle with a revoked, canceled, suspended, or restricted license. Any revocation, cancellation, suspension, or restriction of license must be reported to the Vice President of Human Resources and the employee’s direct supervisor within one (1) working day. Providing a false certification and/or knowingly operating a CCC Vehicle with a revoked, canceled, suspended, or restricted license may constitute grounds for termination of employment with the College.

Employees who drive CCC Vehicles must provide the following documentation to the Vice President of Human Resources or designee before CCC Vehicle use. All required documentation must be renewed annually, or as otherwise specified in this document.

Required Documentation

Motor Vehicle Record	Employees must provide a 5-year motor vehicle record through the Arizona Department of Motor Vehicles
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Proof of Insurability	Employees must provide a copy of their auto insurance to prove they are insurable
Completed driving courses	Defensive Driving, Distracted Driving, or an acceptable equivalent, that is provided within the employee training apparatus
Copy of driver's license	Must be a photo or copy

Rental Vehicles

An employee shall use a rented vehicle for official College business if it is the most cost-effective, the most economical, or particularly when out-of-state, the only practical and available means of travel. A completed travel request outlined in College procedure 201-01 is required prior to departure. Employees using a rental vehicle must submit all documents listed under the "Required Documentation" section of this document. Associated costs are the responsibility of that employee's department.

Standard 11 to 15-passenger vans may not be used for student transport until/unless they are retrofitted to meet a number of existing regulatory requirements for school buses.

CCC Vehicles

Service vehicles are assigned to departments to enable them to fulfill their designated functions for the College. These vehicles may be temporarily reassigned to other areas of the College by visiting the Facilities office.

	Service Vehicle
	Security patrol vehicle(s)
	Maintenance vehicle(s)
	Shipping/Receiving vehicle(s)
	Maintenance/Material Handling Equipment
	Service Vehicle
	Forklift
	Dodge Ram 2500

Driver Responsibilities for CCC Vehicles

CCC Vehicles are intended solely for official College activities and are not to be used for any other purpose. A CCC vehicle shall be operated only by a CCC employee. An operator may use a CCC Vehicle only in the performance of CCC business. Use of a CCC Vehicle for private transportation is a Class 2 misdemeanor and is prohibited as prescribed under A.R.S. § 38-538.04. An operator shall possess all licenses and certifications required for operating the class of vehicle assigned.

Prohibited uses of a CCC Vehicle include:

1. Transportation for personal business or convenience.
2. Transportation of family members, friends, or any other person not essential to accomplishing the purpose for which the CCC Vehicle is dispatched.
3. No CCC Vehicle shall be modified or tampered with in any way. Prohibited modification or tampering shall include activities such as disconnecting a GPS fleet management device, modifying a vehicle's markings, or removing the required decal.

4. An operator shall not idle a CCC Vehicle for more than five minutes unless the vehicle is actively engaged in a work function or idling is required for a safety reason. A CCC vehicle shall never be left idling unattended or while being fueled.
5. An operator shall not, at any time or under any circumstance, consume any type of alcoholic beverage or a non-prescription controlled substance or drug in a CCC Vehicle. A CCC Vehicle shall not be operated by anyone under the influence of intoxicating liquor, drugs, or other substances.
6. An operator shall not use a CCC Vehicle to transport any items or goods that are not the property of the CCC, unless such transportation is directly related to official business being conducted by CCC.

An employee who uses a CCC vehicle, or a vehicle not owned by CCC, to conduct CCC business shall operate that vehicle in accordance with all applicable state laws, rules, and policies. Violation of traffic laws while operating a CCC Vehicle may result in disciplinary action or termination. (CCC procedure 450-01 and 450-02)

It is the law to have your seat belt fastened while a vehicle is in motion.

Smoking is prohibited inside any CCC Vehicle.

Non-employees, including students, are not permitted to travel in a CCC Vehicle unless on official College business.

CCC Vehicles must be reserved 10 business days prior to the scheduled College business and must be returned to the College immediately upon completion of College business.

CCC Vehicles may not be kept at a personal residence unless related to College travel and approved by the Executive Director of Facilities and Security or designee.

CCC Vehicles must be checked out from the Shipping and Receiving representative or identified designee. CCC Vehicle use by departments not specifically mentioned above is responsible for a vehicle use fee of \$0.67/mile or a daily rate of \$50, whichever is greater. The Business Office handles billing through journal vouchers, which are charged to the department responsible.

Regardless of the vehicle use fee charged, the driver is responsible for refueling the vehicle to the same level as when checked out. The driver's department is responsible for fuel expenses.

CCC Vehicles and keys must be returned to and checked in to the appropriate administrator by the designated driver. CCC Vehicles returned after normal business hours are to be returned to the College parking area or kept at the person's residence until the following regular business day. If the vehicle is to be returned after regular business hours, the keys are to remain with the designated driver until the next regular business day.

As a representative of the College, you also represent the State of Arizona and Coconino County. It is essential to be courteous to other drivers, obey all local and state traffic laws, and exercise good judgment. Failure to adhere to State statutes governing the operation of a CCC Vehicle may result in disciplinary action, up to and including termination.

Employees assigned and operating a CCC Vehicle shall ensure:

1. A pre-trip inspection is completed prior to departure from the duty station or College, including:
 - a. All the doors and classic surroundings of the car
 - b. Roof
 - c. Under the bumper at the front (where people damage on sidewalk curbs)
 - d. Under the bumper at the back
 - e. Mirrors
 - f. Tires (inflation, no excess or uneven wear)
 - g. Fender (mud wing above the wheels)
 - h. All glass
 - i. Fuel cap + info on what fuel is required + make sure you remember on which side it is.
2. That the vehicle is properly warmed up before operation.
3. The employee should exercise caution and avoid overloading, driving over curbs, running on flat tires, driving an overheated vehicle, etc.
4. The assigned vehicle is to be kept clean and litter-free.
5. Operators of CCC Vehicles are expected to take every reasonable action to care for the vehicles. Failure to do so could result in disciplinary action, up to and including termination of employment. Furthermore, the costs associated with repair or cleaning of damaged or excessively dirty vehicles, above the normal wear and tear, may be charged to the responsible departments and/or individuals.

Traffic Citations

Any traffic violation resulting in four or more (ADOT) points or any accumulation of four or more points within one year must be reported to the employee's direct supervisor and the Vice President of Human Resources within one (1) working day. Failure to do so may result in disciplinary action up to and including termination.

The College assumes no liability or responsibility for fines or any traffic violations, other than mechanical failure, received by a driver while operating a CCC Vehicle.

Citations shall not be paid with State or College funds.

Citations received for mechanical failure must be personally delivered to the Director of Facilities and Security within one business day.

Travel

As per the College Policy and Procedure 201 Travel, an approved Travel Request is required for business travel outside a 35-mile radius from the employee's duty post.

Vehicle Malfunctions

It is the duty of each operator to notify the Executive Director of Facilities and Security, in writing, when encountering any malfunction or irregularity with the vehicle.

In the event of a vehicle breakdown, the vehicle operator shall call the Executive Director of Facilities and Security or designee. If the travel is out of town, it may be necessary to call for a tow truck.

The vehicle shall be locked at all times when unattended. If it is necessary to signal for assistance on a roadway, the hood of the vehicle should be raised and the hazard flashers turned on.

Accident Reporting

A written report shall be made concerning all motor vehicle accidents, regardless of the amount of damage, immediately at the time of the incident, and insurance shall be notified. It is essential to contact the appropriate law enforcement jurisdiction to initiate a police report and obtain a case number.

Employees who fail to initiate an accident report will be responsible for the full cost of repairing the damage.

Information exchange cards are located in the vehicle's glove box. The driver shall also try to obtain the names and telephone numbers of any witnesses.

Copies of all accident reports or information where a copy could be obtained will be provided to the Executive Director of Facilities and Security as soon as is practicable.

Insurance

The College provides vehicle liability coverage to College employees and agents while using a College-owned, leased, or rented vehicle for authorized purposes within the scope of the traveler's recognized duties.

References

Policy and Procedure 201 Travel
Procedure 450-01, disciplinary action
Procedure 450-02, Termination
Arizona Administrative Code Title 17, R17-1-403
The Trust, White Fleet Manual

Procedure History

05/22/2001	New
03/11/2010	Reformatted
06/14/2021	Combined with Procedural Guidelines
09/12/2024	Updated for compliance with Insurance policy terms
10/29/2025	Approved by President's Cabinet

Legal Review

10/27/2023
09/2024