



## Southeast Technical College Vehicle Usage

### Southeast Technical College Policy STC 523

#### 1. Purpose

Southeast Technical College (STC) acknowledges the necessity for STC employees and designated students to utilize STC-owned vehicles. To ensure the safety and proper use of these vehicles, the following policy must be adhered to.

#### 2. General Statement of Policy

- A. All STC vehicles are owned by STC. The Sioux Falls School District will carry required insurance on all STC vehicles as stated in Policy STC 522. The cost of the insurance will be billed to STC. All STC vehicles will carry a valid insurance card.
- B. STC vehicles will only be used for STC business, including:
  - a. Drivers must complete the Authorization for Motor Vehicle Report at least 2 days prior to the date of departure, unless otherwise approved by the President or the President's designee
  - b. College sponsored, structured, and scheduled activity where the travel is directly supported by college departments.
  - c. Recruitment of prospective students, faculty, or staff.
  - d. Any other transportation to further the mission of STC and approved by the President or their designee.
  - e. STC vehicles will NOT be used for personal or non-STC business.
- C. Any driver of an STC vehicle traveling on a public roadway must be properly licensed for the classification of that vehicle. Proof of the proper license must be presented at the request of a STC Administrator or Law Enforcement Agent.
- D. Driver's Responsibility:
  - a. No tobacco/vape products or alcoholic beverages are allowed in STC vehicles.
  - b. Drivers shall observe speed limits and all other applicable traffic laws.
  - c. The driver of the STC vehicle is responsible for any cost incurred for parking or moving violations received while operating the STC vehicle. All parking or moving violations must be promptly reported to STC Human Resources.
  - d. Safety belts will be always worn in compliance with Policy STC 514.
  - e. Remove litter and trash from the vehicle prior to returning the vehicle.
  - f. Any damage, accident, vandalism or other vehicle problems shall be reported to the driver's immediate supervisor and the VP of Technology and Operations upon return to campus.
  - g. Exercise proper care and caution at all times.
- E. Vehicle Accident
  - a. Contact law enforcement. If it is possible and safe, do not move the vehicle until law enforcement arrives.

- b. In case of a fatality, serious bodily injury, or serious property damage, immediately contact the administrator that you report to.
- c. Report all accidents, no matter how minor, to the driver's immediate supervisor and the VP of Technology and Operations at the earliest possible time.
- d. Obtain insurance information of any other vehicle involved along with the driver's name, address and phone number if possible.
- e. Get any information about any witnesses including name, address and phone number if possible.
- f. The driver and any passengers will each complete a See Something, Say Something/Concerning Behavior Report to document the accident.

### 3. Definitions

- A. STC Vehicles - any vehicle that is owned by STC or SFSD that is driven or used for STC purposes.
- B. Driver - the individual authorized to operate the STC vehicle for official STC business
- C. Public Roadway- Every way or place of whatever nature open to the public for purposes of vehicular travel.

### 4. Reporting Procedures

STC vehicles will be assigned to STC programs or departments for that program or department's use. Any STC employee that would like to utilize an STC vehicle that is not assigned to a program or department (fleet vehicle) will make the request in Astra Schedule. The request will include at minimum:

- a) Name of requestor
- b) Date(s) the vehicle is needed
- c) Purpose of travel
- d) Preferred vehicle for the travel

Once the approval has been given to the request, the person making the request will obtain the vehicle keys. The vehicle will be parked in the parking area on the South side of the HUB.

Any fuel, maintenance, or emergency repairs that are needed while the vehicle is in transit will be paid either using a STC credit card or with an employee's personal credit card. If an employee credit card is used, reimbursement can be requested. If requested, the reimbursement request will be accompanied with receipts of the purchase submitted by the employee. The driver may authorize repairs/expenses under \$1000 if necessary. Costs over \$1000 require prior approval from the VP of Technology and Operations (or designee).

No transportation of students will be allowed unless authorized by the President or their designee.

Any complaints alleging misuse of a STC owned vehicle will result in an investigation. If the complaint is found to be valid, the driver can be denied further use of STC owned vehicles and may face disciplinary action, up to and including termination, depending on the nature of the misuse.

### 5. Related Policies

STC 514 – Seat Belt Use

STC 520 – Staff Transportation of Students in Private Vehicles

STC 522 – Business and Personnel Transportation Insurance

6. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies

Legal References: SDCL 31-1-1

Board Approved: ##/##/####

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