

Administrative Policy



<i>Item</i>	<i>Details</i>
Policy Title:	Vehicle Usage Policy
Policy Category:	Facilities, Equipment & Property Policies
Related Procedure(s)/ Guideline(s):	
Policy Owner:	Executive Director of Facilities, Safety & Security
Date Approved:	5/8/25
Review Dates:	
Revision Dates:	
Policy Scope:	Employees and students who are authorized to operate college owned, leased, or rented vehicles including trailers and other equipment.
Policy Statement:	<p>This policy establishes guidelines for the use of vehicles owned, leased, or rented, including trailers and other equipment (will be identified as vehicles in the rest of this policy) by the College to ensure safety, proper use, and accountability. College owned, leased, or rented vehicle use is limited to college business purposes. Personal use of college-owned, leased, or rented vehicles is strictly prohibited.</p> <p>Authorization All persons wishing to use a college owned, leased, or rented vehicle must complete the "Vehicle Request" form. Facilities and academic program-related vehicles do not require the Vehicle Request form; however, operators of the vehicles must follow all other policy requirements.</p> <p>Authorized Vehicle Occupants Only approved college personnel, students, and individuals may occupy college owned, leased, or rented vehicles. Family members, friends, or any other unauthorized individuals are strictly prohibited from riding in the vehicles at any time.</p>

Driver Requirements

Drivers must:

- hold a valid state-issued driver’s license and maintain a good driving record.
- complete the “Employee Motor Vehicle Record Check Disclosure” form authorizing a driver’s license record check. Driver license checks will be conducted upon receipt of the form and annually thereafter for persons continuing to operate College vehicles.
- observe all rules and regulations for safe driving as defined by the State of Wisconsin Motor Vehicle Division or by the comparable agency in the state where the vehicle is being operated.
- disclose all motor vehicle citations and/or arrests resulting from the operation of any College owned, leased, or rented motor vehicle to the Facilities Office.

Safety and Security

Any off-campus accident, theft, and/or vandalism must be reported to the local police department, and a copy of the police report sent directly to the College’s Office of Safety and Security within 24 hours or as soon as possible. Report any on-campus accident, theft, or other vehicle damage to the Facilities Office.

Drivers must turn College vehicles off, remove keys, and lock vehicles when left unattended.

Drivers are to avoid conditions that lead to loss of control, such as driving while sleepy or inattentive or driving too fast for road conditions. Use of a cellular phone while operating a vehicle can present a safety concern and is therefore strongly discouraged.

Traffic violations fines are not reimbursable expenses. Any violations including any parking and speeding tickets will be the responsibility of the driver.

The use of any tobacco and tobacco-related products (i.e. cigarettes, cigars, chewing tobacco, vapes) is prohibited in all college owned, leased, or rented vehicles. Drivers shall not operate a college owned, leased, or rental vehicle if under the influence of alcohol, an illegal substance, or medication that may affect his/her ability to drive. No alcoholic beverages or illegal substances are to be stored or transported in a college vehicle. Public Safety staff and Criminal Justice Instructors

may store or transport alcoholic beverages or illegal substances that are used for the Standardized Field Sobriety course and Criminal Justice scenarios.

Transportation of firearms, ammunition & pyrotechnics in a college vehicle must be done in accordance with all applicable federal, state, and local laws & ordinances, must be a part of the curriculum, must be a part of the Shooting Team or the Clay Target team, or expressly approved by the supervisor.

Drivers Education Program

In addition to all the above, the following apply to all students, instructors, staff, and other individuals involved in the Southwest Tech Driver Education Program.

Authorized Vehicle Occupants

- **Students, Instructors, and Approved College Personnel Only:** Only students currently enrolled in the Southwest Tech Drivers Education Program, certified driving instructors, and approved college personnel are permitted to drive and occupy the vehicles at any time.

Prohibition of Personal Use

- **Program-Related Activities Only:** Vehicles are to be used exclusively for activities directly related to the Drivers Education Program, including driving instruction, road tests, and vehicle maintenance.
- **No Personal Use:** Under no circumstances may vehicles be used for personal errands, transportation of personal items unrelated to the program, or any non-program-related activities.

Vehicle Maintenance and Inspection

As custodian of the vehicle(s) assigned to you, you are responsible for:

- **Scheduled Maintenance:** Instructors are responsible for scheduling all required maintenance for the vehicles, ensuring that each vehicle is in safe and optimal operating condition.
- **Pre-Trip Inspection:** Instructors must perform a thorough inspection of the vehicle before each driving session. This inspection includes checking tire pressure, fluid levels, brakes, lights, and any other critical components. Any issues discovered must be addressed before the vehicle is used for instruction.

	<p>Responsibilities</p> <ul style="list-style-type: none">• Instructors: Instructors are responsible for ensuring compliance with this policy during all driving sessions. They must verify that only authorized individuals are in the vehicle, that the vehicle is used solely for program purposes, and that it is properly maintained and inspected.• Students: Students must adhere to this policy and are responsible for reporting any violations or concerns to their instructor or program administration.• Approved College Personnel: Approved college personnel who are authorized to drive the vehicles must also comply with this policy, including vehicle use restrictions, maintenance scheduling, and pre-trip inspections.
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