

05:04:05:00 DSCC Vehicles Policy

Purpose:

The purpose of this policy is to establish the minimum regulations and procedures concerning the maintenance and operation of motor vehicles by Dyersburg State Community College.

Scope:

This policy applies to motor vehicles owned or leased by Dyersburg State Community College in accordance with TBR Policy for Motor Vehicles 4:03:02:00.

Policy:

I. General Provisions

- a. Motor vehicles are maintained at Dyersburg Community College to facilitate the official business of the College. It is the responsibility of all employees who use state vehicles to ensure the efficient and economical utilization of such vehicles.
- b. All state vehicles shall be used in accordance with the provisions of this policy.
- c. All state vehicles shall be marked in accordance with the current TBR Marking Plan:
 1. DSCC will develop and/or affix its own individual decal containing a minimum surface area of sixty square inches to all licensed vehicles.
 2. The identifying emblem will be displayed on the passenger and driver's door unless otherwise stated. Some vans will be marked on the side at mid-panel height, and DSCC may further identify the vehicle as security, maintenance, etc.

3. Vehicles assigned to the Presidents will carry regular series license plates and no decal identification.

II. Presidents

a. The presidents of the institutions may be assigned motor vehicles for their use. The terms of such use shall be set forth in their respective employment agreements or letters.

III. Vehicles

a. The College is authorized by the Board of Regents to maintain vehicles which may be used by employees for official business.

b. An employee who needs to use a motor vehicle on College business shall use a DSCC vehicle if one is available, unless the employee elects and obtains authorization to use a personally-owned vehicle as provided DSCC General Travel (No. 05:04:01:00).

c. Vehicles shall be available for either trip assignments or special assignments.

d. Vehicles available for trip assignments are available for specific trips and returned to the College upon completion of trips and shall be used only for official business and not for personal use.

e. Special assignment of vehicles may be made to a department or a person when necessary for use on a regular basis.

f. Vehicles, including those used for trip assignments and special assignments may not be used for commuting purposes unless the employee:

1. Is departing upon or returning from an official trip away from his or her headquarters or the employee needs the vehicle to conduct institution business after regular working hours or before his or her usual working hours on the next day; or
2. Has been recommended by the President to be authorized to use the vehicle for commuting purposes.

IV. Authorized Operators and Passengers

- a. Only employees of the institution with proper authorization may operate a state vehicle for official business. Authorization to use a state vehicle shall be limited to official use within the scope of employment of the employee.
- b. All employees must have a valid driver's license prior to being authorized to operate a state vehicle. Proof of a valid driver's license shall be presented upon request to personnel responsible for motor vehicle fleet management.
- c. Passengers in state vehicles shall be limited to the following:
 1. Employees of the institution when within the scope of employment;
 2. Students of the institution engaged in institutional or school sponsored activities; and
 3. Other persons when it is necessary for them to accompany an employee on official business or as guests of the institution. The spouse and children of employees generally are not considered a guest of the institution unless their attendance is required at the event and they are listed on approved travel authorizations.

V. Penalties for Misuse of Vehicles

- a. Employees who misuse vehicles will be subject to disciplinary sanctions, depending upon the magnitude of the misuse and the frequency with which it has occurred. Misuse includes any of the following:
 1. Utilization of radar detection devices in state vehicles;
 2. Violations of traffic laws; this includes exceeding posted speed limits, reckless driving, and illegal parking;
 3. Careless operation that results in damage to the vehicle or injury to persons or property;
 4. Use of a vehicle for personal business or unauthorized commuting purposes;
or
 5. Use of a vehicle contrary to the provisions of this policy.

b. The President should determine the penalty appropriate for each violation; and in addition, may require the employee to pay for damages to the vehicle caused by misuse.

VI. Notice of Liability and Penalties for Misuse

- a. A notice of liability and penalties for misuse of motor vehicles shall be posted at the site where vehicles are normally checked out, and be contained in each vehicle for the benefit of drivers.
- b. In the event an employee misuses a DSCC vehicle, he or she will be subject to penalties including written reprimand or warning, suspension without pay, dismissal, or payment for damages to the vehicle.

VII. Accident Reporting

- a. State employees will need to contact the State of TN Auto Accident Call Center (855) 253-0629 if they are involved in an auto accident while driving a state vehicle, rental, or their own vehicle on official State business.
- b. The implementation guide and the reporting instructions can be found at the “Employee Forms” section of MyDSCC under “Auto Accident Reporting”. Copies of the implementation guide and the reporting instructions will be in the glove compartment of each vehicle in the DSCC fleet.
- c. In the case of accidents involving employees of the institution operating state vehicles, claims may be made against the institution only through the Division of Claims and Risk Management Administration.

VIII. Exceptions

- a. Any exception to this policy must be approved in writing by the Chancellor.

Compliance:

The policy applies to DSCC vehicle use by all employees and authorized volunteers of Dyersburg State Community College in the performance of their official duties

Definitions:

State vehicle or motor vehicle – any motor vehicle owned by Dyersburg State Community College, or purchased or leased from state funds.

Employee – any person employed full or part-time by an institution or any person serving as an ‘official volunteer’ at an institution. An ‘official volunteer’ is defined as a person whom the institution has properly registered with the Tennessee Board of Claims pursuant to Tenn. Code Ann. § 8-42-101(3)(B).

Revision History:

Policy approved by Administrative Council on 10/31/2014. Policy revision reviewed and approved by Admin Council on 04/27/2023.