

## ADMINISTRATIVE POLICY

### **VEHICLES**

*This policy pertains to employees and students.*

Fox Valley Technical College provides several motor vehicles for use in support of its programs, educational services, and operations. All drivers of motor vehicles owned, leased, or rented by the College must possess a valid driver's license for the type of vehicle(s) the driver will be operating and must wear safety belts at all times the vehicle is in operation. Students under the age of 18 will not be permitted to operate College owned, leased, or rented vehicles off College premises.

An individual must have his or her driving records reviewed for approval prior to driving any vehicles owned, leased, or rented by Fox Valley Technical College. Contact the Director of Safety, Security & Risk Management regarding the process for new approvals through the College's insurance company, District Mutual Insurance (DMI). DMI uses its driver record evaluation procedure to determine if the driver is "acceptable" or "not acceptable." The driving records of those approved to operate College owned, leased, or rented vehicles will be reviewed on an annual basis at a minimum.

All drivers and passengers of motor vehicles not owned, leased, or rented by the College while on business involving their employment with the College, shall wear safety belts and carry vehicle liability insurance equal to or greater than the required limits for the State of Wisconsin. All drivers of the 12 passenger vans must complete a mandatory training class offered through the College prior to being given authorization to drive these vehicles.

The operation of any College owned, leased, or rented vehicle by any staff or student while under the influence of alcohol or any illegal substance is strictly forbidden. The use of tobacco products is prohibited, also.

Use of cell phones while driving is strongly discouraged. Texting while driving is prohibited by law in the State of Wisconsin. Any staff or student driver must abide by all local or state laws regarding the use of cell phones while driving.

### **Vehicle Fuel Supplies**

The College purchases fuel of various types for use in its automobiles, trucks, and grounds keeping vehicles. Use of College purchased fuel is limited to College owned or leased vehicles operating on official business.

### **Related Policy:**

Weapons

*Adopted: 01/27/1986*

*Reviewed: 04/06/2021, 09/20/23*

*Revised: 06/22/2016*