

	Use of College Vehicles		
Administrative Services	Administrative Procedure 10-020	Page 1 of 1	Adopted 10/82 Revised 2/98, 3/06 February 2016

1.0 Use of College Vehicles Objectives and Responsibilities

The Vice President for Administrative Services for Columbia Basin College (CBC) serves as the transportation officer.

- 1.1 No vehicle shall be used for any purpose other than official College business or scheduled student activity.
- 1.2 A written request shall be necessary for the use of any agency vehicle and the administration reserves the right to approve, disapprove, or otherwise make all dispositions of priority assignments.
- 1.3 Transportation requests shall be honored according to the following priority: student groups, faculty, administration (campus maintenance and operation vehicles excepted).
- 1.4 It is not the policy of the College to regularly assign vehicles to any individual; however, it is occasionally deemed advisable to do so for certain maintenance, security or plant activities. When this occurs, the assignee shall return the vehicle to the campus after each day's work when in driving radius of the official station, except as noted in 1.5 below.
- 1.5 Employees responsible for emergency response, meaning primary responsibility to protect life and property of the College, working on an on-call basis or at an off-campus location (e.g., CBC farm, multiple campuses, etc.), may be assigned a take-home vehicle by the transportation officer. Employees will be required to complete monthly vehicle trip logs as use/assignment of a take-home vehicle may be considered a fringe benefit that generates a tax liability for the employee.