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College Procedure: 308.3 – Fleet Vehicles

Policy Reference:	308 – Use of College Equipment
Responsible Department:	Facilities and Public Safety
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Facilities and Public Safety
Effective Date:	01/19/2017
Version Number:	3
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

Reason for Procedure

To protect the health and safety of Kirkwood Community College employees, the College owns and maintains a fleet of vehicles. The following procedure pertains to all College fleet and rental vehicles. Any exceptions to this procedure must be approved by the Vice President of Facilities and Public Safety.

The Procedure

Fleet vehicles consist of a number of vehicles, including cars and vans, that are available for use. Travelers should first consider reserving a vehicle from Fleet Services for Kirkwood-related travel whenever it is determined to be the most economical.

For specific information regarding this service, go to Fleet Vehicle Information.

Highlights of the information provided:

Fleet Vehicles:

A list of the fleet vehicles available and their intended use.

Using a Fleet Vehicle:

Fleet vehicles are available through Facilities and Public Safety. Facilities manages fleet services, including reservations, vehicle check-out and check-in, and vehicle maintenance.

At the end of use, vehicles must be returned clean and with a ¾ tank of gas or more. Absolutely no smoking is allowed in a fleet vehicle. Any violations will result in additional charges to the department for correction of the issue.

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Cost of Using Fleet Vehicle:

To recover the cost of maintenance, wear and tear, and replacement of fleet vehicles, a charge will be made to each department based on their use. For all departments, fleet use will be billed once annually, with the amount charged to be adjusted each year based on actual usage. Grants, KCCK, Heritage, and clubs will be billed monthly for fleet use.

Fuel for a fleet vehicle must be purchased with the fuel credit card provided with each vehicle. Use the credit card only for fuel during travel and to fill the tank before returning the vehicle.

The reserving department is responsible for tolls incurred while using a fleet vehicle for Kirkwood business. Toll bills will be sent to the person who made the reservation, and payments must be made using the driver's or department's P-Card, following College procedures. Drivers should address toll charges promptly.

Qualifications- Fleet Vehicle Driver and Approved Vehicle Use:

Those driving a fleet vehicle on any Kirkwood business must be a qualified driver, as determined by completion of the Motor Vehicle Record (MVR) review through the Human Resources department, and must be able to provide a currently valid driver's license. See more information in 308.2 Vehicle and Equipment Use Procedure. Fleet vehicles are available for any Kirkwood-related business travel, and any length of travel qualifies for using a fleet vehicle.

With permission from Fleet Services and under certain circumstances, a fleet vehicle may be driven to a private residence and parked overnight, such as when the driver departs early in the morning or returns from a meeting/travel late at night.

When possible, park the vehicle off the street and always lock it. Although drivers may be permitted to drive a fleet vehicle to a private residence, vehicles may not be used for any personal purposes.

Fleet Vehicle Privileges:

Using a fleet vehicle is a privilege, and violations are subject to corrective action, which could include denial of use of Fleet Services. If denied use of Fleet Services, an individual may also be denied driving privileges for any Kirkwood business.

Fleet vehicles are easily identified, and drivers must use common sense when operating and parking a College-owned vehicle. All State and Federal laws must be adhered to when driving a fleet vehicle, and vehicles are expected to be returned ¾ tank of gas and clean.

Drivers must operate fleet vehicles safely and follow all traffic laws. Operating a vehicle while impaired by alcohol, drugs, medication, fatigue, or any condition affecting driving ability is prohibited. Iowa law requires that electronic devices be used only hands-free or voice-activated while driving.

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Passenger and Vehicle Safety:

The reservations department must keep an accurate list of passengers as required by Fleet Management.

The department and driver must ensure the number of occupants does not exceed the vehicle's passenger capacity, and passengers should only use designated seating.

All drivers and passengers must follow seat belt and child restraint laws. The driver is responsible for safely operating the vehicle in accordance with state and federal laws.

Reporting Damage:

In the event of a serious accident or injury, take immediate appropriate actions to secure needed assistance. Any serious or minor accident must be reported immediately to Public Safety at 319-398-7777 and to our Risk team at risk@kirkwood.edu within 24 hours of the accident.

In the event of a collision or accident, the driver must stop and stay at the scene. They should take necessary steps to ensure the safety of passengers and others involved. The driver should not leave the scene until they have notified the appropriate emergency personnel and College contacts and have received permission or legal authorization to leave.

When appropriate, the driver should:

- Report any damage to Kirkwood Public Safety as soon as possible.
- Contact 911 or local law enforcement when emergency assistance or an accident report is necessary.
- Exchange required driver, vehicle, and insurance information with the other parties involved.
- Fill out the Driver's Report and any other applicable paperwork, which is found in the glove box of each vehicle.
- Provide pictures of any damage when possible.

Road Assistance:

If a fleet vehicle becomes disabled or needs roadside assistance, the driver should first ensure they and their passengers are in a safe location and not in immediate danger. If emergency assistance is needed, call 911. Once it is safe to do so, contact Kirkwood Public Safety and provide the vehicle location and a description of the issue. Public Safety will coordinate with local services as needed and assist with arranging the appropriate roadside assistance

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References

Fleet Vehicle Information (VEHICLE, PROCESS, & COST INFORMATION)

Fleet Vehicle Administrative Users (ADMINISTRATIVE & PLATFORM PROCEDURES)
Travel and Expense (ADDITIONAL TRAVEL RELATED INFORMATION)
Vehicle and Equipment Use (ADDITIONAL QUALIFIED DRIVER INFORMATION)

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	01/19/2017	Troy McQuillen, Vice President, Facilities and Security	New procedure
2	05/31/2018	Cabinet	New template
3	09/12/2019	Cabinet	Procedure template
4	05/06/2024	Cabinet	Informational updates
5	09/25/2026	Troy McQuillen, Vice President, Facilities and Security	Informational updates