

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 the fleet services such as making reservations, checking out and checking in of vehicles, and vehicle maintenance.

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

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. Monthly charges will be billed back for fleet use by Grants, KCCCK, Heritage, and clubs.

Fuel that needs purchased for a fleet vehicle will be paid with a fuel credit card that is provided with each fleet vehicle. The credit card is to be used only for fuel during travel and to fill the tank before returning the vehicle.

Qualifications- Fleet Vehicle Driver and Approved Vehicle Use:

Those driving a fleet vehicle on any Kirkwood business must be a qualified driver by completion of the Motor Vehicle Record (MVR) review through the Human Resource department and 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 is departing early in the morning or returning from a meeting/travel late at night.

When possible, the vehicle should be parked off the street and should always be locked. Though drivers may be permitted to drive a fleet vehicle to a private residence, vehicles are not to be driven for any personal use.

Fleet Vehicle Privileges:

Using a fleet vehicle is a privilege and violations are subject to corrective action which could include denial to use 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 common sense must be used in the operation and parking of 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 full of fuel and clean.

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.

- Any damage must be reported to Facilities and Public Safety no later than the return of the vehicle.

- 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.
- Fleet Vehicle Information (vehicle, process, & cost information).
- Travel and Expense Reimbursement (additional travel related information).
- Vehicle and Equipment Use (additional qualified driver information).

References

[Fleet Vehicle Information](#) (VEHICLE, PROCESS, & COST INFORMATION)

[Travel and Expense Reimbursement](#) (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