

Board of Trustees of the Nebraska State Colleges

Business and Finance

POLICY

NAME: State or Fleet Vehicle Use

POLICY

NUMBER: 6100

A. PURPOSE

To provide guidance on the use of vehicles for College travel. Additional guidance is provided in the NSCS Travel Manual.

B. DEFINITIONS

1. **Volunteers** – A volunteer is anyone who chooses to perform services without compensation or expectation of compensation and who performs a task at the direction of and on behalf of a College and/or the System Office. A volunteer must be officially accepted prior to performance of the task via successful completion of one of the Volunteer Service Agreement Forms as prescribed by the System Office. (As defined in Policy 5025.)
2. **State Vehicle** – Vehicles checked out of the Department of Administrative Services Transportation Services Bureau fleet pool.
3. **Fleet Vehicle** – Vehicles available from the college fleet pool.

C. POLICY

1. **Fleet Vehicles**

Each College shall maintain a pool of vehicles for the official use of employees, student trustees, and authorized volunteers. Persons authorized by the College and/or the System Office will be required to utilize the most economical transportation solution available as determined by the institution. Fleet vehicles will typically provide the most value to the institution.

2. **Expenses**

The cost of vehicle use for travel shall be charged against the academic administrative or student activity budgets as appropriate. No mileage

reimbursement shall be allowed when such mileage accrues while using a fleet or state vehicle.

3. Authorized Travelers

3.1 Requirements

- Each person driving a vehicle must have a valid driver's license.
- Each person using a State or fleet vehicle will follow all motor vehicular rules and regulations.

3.2 Defensive Driving Course

Every person authorized by the College and/or the System Office to operate a vehicle shall complete a defensive driving course approved by the Nebraska Transportation Services Bureau. The defensive driving course shall be successfully completed prior to operating a vehicle or when authorized to drive a personal vehicle. Volunteers shall also complete the defensive driving course prior to operating a vehicle.

Should a person driving a vehicle be found at fault after involvement in a personal injury or property damage motor vehicle accident, that person shall be required to enroll in an approved defensive driving refresher course before being authorized to again operate a vehicle on College or System Office business

FORMS/APPENDICES

None

SOURCE

Legal Reference: Neb. Rev. Stat. 81-1008-1025 Transportation services bureau, created, responsibility.

Policy Adopted: January 1977

Policy Revised: March 1994, August 1997, April 2007, June 2018, January 2020, November 2021