A. General Usage and Supervision

For better control and accountability, college vehicles are assigned for primary use to program areas under the supervision of the respective program directors. This does not restrict their use to these areas, however, and are available to all staff upon request to be used for college functions and activities on and off reservation.

A. Use of College Vehicle

Without the President’s approval, a college vehicle can only be assigned to a full or part-time employee by the program that has responsibility for the college vehicle. A student intern must have the President’s approval to drive a college vehicle. In order to be assigned a college vehicle, a full time employee, or a student intern must have on file in the Personnel office a copy of their driver’s license and proof of liability insurance.

B. Scheduling

Program supervisors assigned vehicles will be responsible for the scheduling of their assigned vehicle within their program goals and objectives and college policy and procedure. College staff who wish to use a vehicle will make their request to the respective supervisor allowing enough lead time as not to disrupt ongoing activities. Disputes or disagreements arising out of vehicle scheduling or usage will be brought to the attention of the college President.

Requests for vehicle use outside agencies will be addressed to the college President.

C. Maintenance

Each college program will be responsible for maintenance and general upkeep of their college vehicles. The only exception is for maintenance, which cannot be performed due to lack of equipment or due to the sophistication of the maintenance need. The vehicles will be referred to an appropriate service station in these instances. Each program director will develop a preventive maintenance schedule. The supervisors will insure that the maintenance schedule is adhered to. A vehicle in need of repair shall not be driven until it is repaired if it is determined that any further use will result in further damage or jeopardize occupant safety.

D. Security

Due to the lack of adequate storage facilities, and the nature of the college delivery system, decentralization, it is not feasible nor practical to park college vehicles at Piya Wiconi at all times. However, vehicles will be stored and scheduled at Piya Wiconi to the
extent practical. Supervisors assigned vehicles will use their judgment in these determinations and will insure that vehicles are not regularly used in commuting to and from work. Personnel who, out of scheduling necessity take vehicle home, are not relieved of any vehicle responsibility during this time and are not to employ the vehicles for personal use. Personnel using vehicles will exercise reasonable precautions at all times to insure their security.

E. Liability

College vehicles are insured by a comprehensive package including liability, collision and comprehensive (theft, etc.). As part of this coverage, college vehicles are to be operated by college employees at all times. An insurance card with all necessary information will be maintained in all vehicles.

F. Longevity

Due to cost effectiveness and vehicle efficiency, vehicles will be traded on a regular basis. Under normal use, vehicles should not be kept beyond a two-year period. Keeping vehicles beyond this time period will substantially decrease their value and due to wear and tear, may be more costly to maintain than to trade in the long run.

G. Records

All college vehicles will have a trip mileage log to be maintained by the person driving for each trip. Credit card receipts will be turned in to the business office after each major trip or on a weekly basis for regular use.

H. Unauthorized Use

Any unauthorized use of college vehicles shall make the employee liable for termination and any financial liability incurred. A college employee who allows unauthorized use of a college vehicle will be subject to termination and any financial liability incurred.