KASKASKIA COLLEGE

VEHICLE & TRANSPORTATION PROCEDURE

Policy Number: 2.6004
Subject Area: General College Policies/Administration
Adopted: 10/13/2026
Revised: 10/13/2026

I. Purpose

This procedure implements the Vehicle and Transportation Policy by establishing the steps for becoming an Approved Driver, requesting and operating a College Vehicle or non-owned auto for College business, and responding to crashes, incidents, or mechanical failures.

II. Scope

This procedure applies to all employees, students, and others who operate or request use of a Kaskaskia College–owned or leased vehicle, or who use a personal vehicle for College-related business, consistent with the Vehicle and Transportation Policy.

III. Standard Implementation

A. Becoming an Approved Driver

1. Drivers must be 21 years or older, or authorized delegate and submit a Driver's Motor Vehicle Background Check Form (MVR) to Human Resources for review and approval.
2. Human Resources will review prior moving violations, traffic crashes, and misdemeanors relating to vehicle use with the College's insurance carriers before granting approval.
3. If an individual is not eligible for the Approved Drivers List, the Immediate Supervisor should consult Human Resources to determine how this may affect the individual's position with the College.
4. All employee drivers will be required to complete a driving training course as required by the College, typically annually.
5. Human Resources will periodically review the license status of individuals on the Approved Drivers List.
6. It is the employee's responsibility to report to their manager any violations, crashes, or changes to license status that may impact their ability to drive a College vehicle. Failure to report could result in disciplinary action up to and including dismissal.

B. License Classes and CDL Compliance

Category and license-class requirements for each vehicle type are set out in the Vehicle and Transportation Policy. Drivers of CDL vehicles must additionally:

- Carry a current copy of their medical examination certificate with them when they drive.
- Comply with FMCSA hours of service regulations.

Additional information on driver's license classifications, requirements, and endorsements is available on the Office of the Illinois Secretary of State website.

C. Requesting Use of a College Vehicle or Driver

1. Request use of a College vehicle through the College's designated scheduling system and processed by appropriate College personnel.
2. Employees must obtain approval from their Immediate Supervisor by submitting a Travel Authorization Form before submitting a vehicle request.
3. If a requestor wants a vehicle outside of what the College has available in its fleet, it is up to the individual or department to make arrangements with a rental or charter agency. *See Purchasing for further information.*
4. Submitting a request does not guarantee vehicle or driver availability. Vehicles and drivers are assigned based on factors such as the number and type of vehicles available, type of travel, distance, and number of travelers. When a vehicle or

driver is unavailable as requested, the requestor will be notified as early as possible so alternate arrangements can be made.

5. Requestors must submit a Field Trip Release Form for passengers under 18, otherwise a passenger manifest must be taken at time of boarding.
6. Vehicle binders, which may contain keys, fuel credit cards, insurance information, and other trip documents, should be picked up by requestors from Public Safety shortly before the requested trip starts.

D. Costs Related to Travel

After travel, departments are charged back at the current rate for:

- Vehicle reimbursement cost for personal vehicles.
- Driver refueling cost College owned vehicles.
- Excessive cleaning costs to College owned vehicles.
- Toll fees.

Departments are responsible for parking fees, driver overnight lodging, and similar costs applicable to a trip.

E. Operation of College Vehicles for Travel

- A Pre-Trip Vehicle Inspection Form (Appendix B) must be completed, and drivers should familiarize themselves with the vehicle before leaving.
- All windows must be cleared of snow, ice, and frost before leaving.
- Drivers should refrain from using their personal vehicle to tow a College-owned trailer.
- Drivers operating a CDL required vehicle are limited to ten (10) hours of driving. Once that limit is reached, a driver must have at least an eight (8) hour break period and logged.
- Tobacco use, including smokeless tobacco, is prohibited in all Kaskaskia College vehicles, whether owned or leased by the College.
- The use of hand-held cell phones or eating while driving is prohibited. Drivers must comply with Illinois hands-free device requirements; no texting or handheld phone use is permitted while driving unless allowed by law and necessary for the operation in a hands-free mode.
- Vehicles must be locked when unattended.
- Drivers must obey all traffic laws, wear seat belts, use child seats as required, and drive defensively.

At the conclusion of a trip, drivers must:

1. Record beginning and ending mileage.
2. Place any fuel receipts in the binder.
3. Return the vehicle to its appropriate location on campus.
4. Ensure all lights and accessories are off and windows are shut.
5. Remove any trash and clean any spills or excessive dirt or debris.
6. Complete the post-inspection checklist.

F. Accident and Incident Reporting

1. Refer to the vehicle binder, which is maintained by Operations and distributed by Public Safety.
2. Drivers must immediately report any traffic crash to the police department with jurisdiction over the location, even if there is no damage or injury reported at the time.
3. Drivers must notify their Immediate Supervisor.
4. Any vehicle damage should be reported to Public Safety so an incident report and/or work order can be completed.
5. Drivers must complete any crash report forms and provide Public Safety with copies. Public Safety will forward reports to the appropriate departments.
6. A debrief of the incident with the appropriate parties may occur once everyone is safely back on campus.

G. Procedures for Mechanical Failures

1. Refer to the vehicle binder, which is maintained by Operations and distributed by Public Safety..
2. If a vehicle breakdown occurs, drivers should park in a safe place and call 911 for assistance if needed.
3. Call your Immediate Supervisor, who will notify their Vice President. The Operations Department will work with Administrative Services to determine any repair of the vehicle and how travelers will be picked up to return or continue to their destination.
4. Departments will not generally be charged back extra vehicle mileage, driver fee, or rental cost due to mechanical failure occurring on a trip.
5. A debrief of the incident with the appropriate parties may occur once everyone is safely back on campus.

Minor mechanical problems should also be reported to the Operations Department. If Administrative Services authorizes the requestor to fix minor repair problems on the road, the individual will be reimbursed for any personal expenditure for the repairs.

H. Use of Personal Vehicle for Travel

- Individuals are encouraged to use College-owned vehicles while traveling on College business.
- Use of a personal vehicle for College business requires prior written approval from the Immediate Supervisor or the associated Vice President except for employees in positions designated by their Vice President as requiring regular use of a personal vehicle, who are considered pre-approved for the duration of their assignment.
- The driver's personal insurance remains primary; College coverage supplements as applicable according to the insurance program.
- If an individual uses their own personal vehicle to travel on College business, they may be eligible for mileage reimbursement. See Accounts Payable for more information.

J. Vehicle Maintenance, Inspections, and Safety Checks

All maintenance and repairs performed on College-owned vehicles must be documented and retained for the life of the vehicle. The Operations Department shall enforce procedures and schedules to ensure routine service is completed as scheduled and that state inspections are completed at a state-approved maintenance facility for each vehicle.

The Public Safety Department is responsible for ensuring periodic checks of the following, to confirm safe operation of College-owned vehicles:

- Dashboard warnings and notifications.
- Interior and exterior appearance.
- Annual insurance cards are valid and present in each vehicle.
- Required bus inspection sticker(s) are up to date.

If any items of note are present, Public Safety will notify the appropriate contact.

Pre-Trip Inspections should be completed prior to every trip. Safety inspections should be completed not less than once every three thousand miles. See the Pre-Trip Inspection Checklist (Appendix B) for the areas to consider during inspection.

IV. Compliance and Monitoring

Compliance standards, audit responsibilities, and consequences of noncompliance are established in the Vehicle and Transportation Policy.

Human Resources, Public Safety, and the Operations Department carry out the monitoring described there through the records, checks, telematics and reviews set out in this procedure.

Appendices

- Appendix A: Driver Eligibility Statement
- Appendix B: Pre-Trip Vehicle Inspection Checklist (Driver Completed)
- Appendix C: Passenger Manifest

Approval History