

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM
BUSINESS PROCEDURES MANUAL
PROCEDURE 2.3

Effective Date: [September 1, 2005](#)
Supersedes: Procedure 2.3 dated August 1, 2002
Applies To: Colleges and the System Office
Procedure Responsibility: System Facilities Management

Vehicles

- Section 2.3.1 – General
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For vehicle acquisition and assignment information refer to Procedure 4.17

Section 2.3.1 - General

The applicable regulations are taken directly from the Kentucky Administrative Regulations Section 200 KAR. Seat belts should be worn at all times by the driver and all passengers in accordance with state law.

- A. Driver Selection – The chief business officer (CBO) [or designee](#) should determine that each driver meets the KCTCS minimum requirements:
 - 1. completion of the driver certification sheet (must be renewed every three(3) years
 - 2. providing a photocopy of a valid driver's license (photocopy), [and](#)
 - 3. providing a [certificate of insurance](#) if the employee [is using a personal own](#) vehicle.
- B. Driver Training – The [CBO or designee](#) is to ensure that each driver is aware of all rules pertaining to the operation of KCTCS vehicles. All persons must follow state law requirements while driving a KCTCS vehicle or conducting KCTCS business while using a personal vehicle.
- C. [KCTCS vehicles or Kentucky Transportation Cabinet vehicles leased for KCTCS use](#) are for official use only (NO PERSONAL USE). No family members are to be transported in a vehicle without a written waiver from the College president/CEO or System Vice-President or equivalent.
- D. Drivers should be aware of the importance of pre-trip and post-trip inspections (tire-tread condition and inflation, brakes, lights, etc.). It is recommended that a driver perform an inspection each time prior to

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departing with the vehicle and upon return. Drivers should also check the glove box to verify that the proof of insurance card is with the vehicle prior to departing with the vehicle.

Section 2.3.2 - Persons Authorized to Use Vehicles

- A. The following guidelines shall apply in consideration of the assignment of the drivers of KCTCS or Transportation Cabinet vehicles. Department heads are responsible for ensuring these guidelines are followed:
1. Must be a current KCTCS employee.
 2. Must possess a valid Kentucky operator's license.
 3. Prior to driving a KCTCS car, you must complete a *Driver Certification Form* (KCTCS Form FM80) and submit to the college's business office, or office as delegated by the college president/CEO. The form may be obtained at http://www.kctcs.edu/businessservices/FORMS/#BUSINESS_CONTROLS_FORMS
- B. Institutions may impose additional requirements for approving drivers of KCTCS vehicles, as they deem appropriate.
- C. When properly authorized and licensed, the driver is deemed acting as an agent of KCTCS while driving on business and is covered by KCTCS Motor Vehicle Liability Insurance Policy.

Section 2.3.3 - Occupancy

The number of passengers transported in any vehicle must comply with and not exceed the manufacturer's specifications and the guidelines established by the National Safety Council.

Section 2.3.4 - Out-of-State Travel

All qualified drivers as determined and approved under the above guidelines are permitted to drive out-of-state. Student drivers of vans, trucks, buses, and vehicles of the 4-wheel drive type are not permitted. Only qualified employees are permitted to drive these types of vehicles out-of-state. Any exceptions must have the prior approval of appropriate KCTCS office. Please contact college business office for specifics.

Section 2.3.5 - Vehicle Problems or Repairs

If a problem or accident occurs while operating a Transportation Cabinet leased vehicle, please call (502) 564-4649 during business hours (7:30am – 4:00pm) and Roadside Assistance after working hours at 1-800-241-3673. If the vehicle

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is inoperable, the Transportation Cabinet will be responsible for the vehicle and any subsequent repairs. State Transportation Cabinet Fleet Management can approve repair work for these vehicles, up to \$1,000.

If a problem or accident occurs while operating a KCTCS owned vehicle, please contact the local CBO or in the System Office call the Office of Facilities Management during business hours (7:30 am – 5:00 pm).

Section 2.3.6 - Vehicle Accidents

A driver whose vehicle is involved in an accident resulting in damage to the vehicle, any other property, or to any person, regardless of whether or not the driver was in the vehicle at the time of the accident, must immediately contact a law enforcement agency. An accident report must be submitted to the KCTCS Office of Facilities Management within five (5) working days and one copy to the State Police if required.

Section 2.3.7 - Vehicle Credit Cards

KCTCS vehicles that are leased from the Transportation Cabinet are issued credit cards for gasoline and oil purchases. All KCTCS employees driving these vehicles must purchase, whenever feasible, fuel using the locations/sites that are listed under contract with Kentucky Fuel Accounting Systems, Inc. Drivers are advised to ensure the station accepts the “Fleet One” credit card prior to pumping fuel. KCTCS owned vehicles are issued a “Voyager” credit card for fuel purchases. Usage of either credit card should be done at a self-service pump. Premium fuel is not be used.

[A directory of gas stations that accept the Fleet One card can be found at:](#)

<http://www.kytc.state.ky.us/fleetmgt/fuelinfo.htm>

Section 2.3.8 – Use of Cell Phones in Vehicles

As per Business Procedure 1.19.3.D, the use of any cell phone by an employee while driving a KCTCS vehicle is prohibited, unless the employee is using a headset or hands-free speakerphone or the employee moves the vehicle to a non-traffic portion of the road. If the employee is driving a personal vehicle, the use of a headset or hands-free speakerphone is required while using a KCTCS issued cell phone; otherwise, the employee must move the vehicle to a non-traffic portion of the road.

End of Procedure

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