

**SCHOOLCRAFT COLLEGE**  
18600 Haggerty Road, Livonia, Michigan 48152-2696

**GENERAL GUIDELINES FOR ALL COLLEGE VEHICLES**

College vehicles are to be used in the conduct of authorized College business. The vehicles will be operated under the following general conditions.

**PRIORITIES**

Although vehicles are assigned to College departments for a specific purpose, they become available for use by other departments when not being used for the intended purpose. When a conflict arises over the use of a vehicle, the following priorities will be adhered to:

1. The Receiving Dock will have priority use of the Receiving Dock vehicles.
2. Facilities Management will have priority use of all Facilities Management vehicles.
3. The Schoolcraft College Police department (SCPD) will have priority use of the Police vehicles and may use any vehicle in an emergency situation.
4. The Continuing Education and Professional Development (CEPD) department will have priority use of the truck, trailers, and motorcycles assigned to the Motorcycle Safety Program.

**ACCEPTABLE DRIVING REQUIREMENTS**

1. All drivers must meet the minimum driving record standards as established by the College. A driver's motor vehicle record must be reviewed and approved by the Director of Business Services and Risk Management, or designee, before he/she may drive a College vehicle. Driving records will be checked annually, or more often, as needed.

2. An acceptable driving record must meet the following requirements:
  - a. License must be valid.
  - b. No suspensions within the last five (5) years.
  - c. No current driving restrictions.
  - d. No probationary period should be imposed including Graduated Driver's License (GDL), Level 1 and 2.
  - e. No serious moving violations within the past five (5) years, regardless of point assessment. (Examples: reckless driving; drag racing; speeding 16 mph or more over the legal speed limit; driving while impaired; driving under the influence; fleeing; or eluding).
  - f. No more than three (3) minor moving violations within the past three (3) years, regardless of point assessment. (Examples: disobeying stop sign; disobeying traffic signal; failure to signal; improper lane use; improper passing or turning; speeding 5 to 15 mph over the legal speed limit; careless driving).
3. The College reserves the right to either qualify or disqualify individuals based on the severity of an offense as it relates to the individual position requirements.
4. If an employee does not meet the standards for a valid license, they will need to sign a driving restrictions acknowledgement form (5120.1a).
5. College vehicles may not be driven for personal use.

### **RESERVING VEHICLES**

1. Persons wishing to reserve the use of a vehicle will request its use through the department where the vehicle is assigned. The department where it is assigned will notify the SCPD of the approved reservation.

### **VEHICLE PICKUP AND RETURN**

Reserved vehicles will be picked up at and returned to the SCPD.

1. When picking up the keys to the vehicle, the operator must present a valid operator's license and sign for the vehicle. Each operator is expected to inspect the vehicle prior to use.
2. Persons returning a vehicle will park it in its assigned spot, lock it, and return the keys to the SCPD.

3. Drivers observing that the vehicle they are using is in need of routine service or repair should report same upon returning the vehicle.

### **GASOLINE**

Vehicles should be full of gasoline upon pickup. The cost of the gasoline will be charged to the department using the vehicle.

### **MISCELLANEOUS**

1. The Executive Director of Facilities Operations should be contacted before major repairs are made on a vehicle that is off campus. Minor repairs can be made by credit card or with out-of-pocket cash, but a receipt should be returned with the vehicle.
2. The driver and all passengers must wear seatbelts.
3. The use of cell phones is prohibited when driving any College vehicles.

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November 11, 1980  
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April 2, 1990  
July 29, 1996  
May 10, 2000  
June 12, 2000  
February 5, 2002  
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