



College Owned Vehicles

Policy Number: 307

Categorized: Administrative

Procedure: 307P

Responsible Office: VP Finance and Administration

Effective Date: 09/01/2019

Last Reviewed Date: 01/05/2024

1. Scope

This policy applies to all Northern Virginia Community College ("College") employees who operate any College-owned vehicle on either public or private property for College business. This policy does not apply to specific public safety related requirements that govern Police and Emergency Management use of vehicles. This policy does not apply to common carriers such as bus companies, where the operator is provided by the carrier.

2. Policy Statement

College owned vehicles are to be operated in accordance with the policies and procedures of the College, the Commonwealth of Virginia, and the laws of the jurisdiction in which the vehicle is being driven. College owned vehicles must only be used for College business. The College has established procedures to assure the proper utilization and maintenance of these vehicles. Noncompliance with this policy may result in a loss of privileges regarding the use of College owned vehicles and disciplinary action up to and including termination.

3. Authority

[§ 46.2-341.20:5. Prohibition on texting and use of handheld mobile telephone; penalties](#)

[§ 2.2-1179. Use of vehicles for commuting](#)

[Office of Fleet Management Services Policies and Procedures Manual](#)

[DOA CAPP Manual – Charge Cards – State Travel](#)