



## **College Owned Vehicles Procedure**

**Procedure Number:** 307P

**Responsible Office:** Facilities Planning and Support Services

**Forms:** NOVA Trip Log 105-186, Vehicle Request & Acknowledgement Form 105-187, [NOVA Driver Responsibility Agreement](#)

**Effective Date:** 09/01/2019

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### **1. Purpose**

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. Definitions**

*College Business:* activities that are performed on behalf of the College or authorized by the College, or in the course and scope of employment.

*College-Owned Vehicles (COV):* any motor vehicle or trailer licensed for highway use, owned or leased by Northern Virginia Community College.

*Driver:* an employee of the College authorized to drive a COV on College Business.

*Leased Vehicles:* Those vehicles that the college leases from the Office of Fleet Management Services (OFMS) to supplement the college-owned fleet.

*Motor Vehicle Report (MVR):* the record of a person's driving history obtained from the Virginia Department of Motor Vehicles or another State's licensing authority.

*Permanently Assigned Vehicles:* Vehicles assigned to various College units that require vehicles to effectively and efficiently support operations at the college daily.

*Pool Vehicles:* Vehicles to be used by faculty and staff for work related travel or academic purposes. Can be assigned to a specific department and/or Point of Contact at the college/each campus.

*Valid Driver's License:* a driver's license recognized as valid by the Commonwealth of Virginia and of the proper class for the type of vehicle to be driven.

*Vehicle Management Control Center Program (VMCC):* Roadside assistance program that provides emergency and breakdown services 24 hours a day, 7 days week. This service is provided on designated College owned vehicles only.

*Vehicles Assigned to Individuals:* Vehicles assigned to specific college officials who require vehicles to support operations effectively and efficiently at the College daily.

*Voyager Card:* A charge card that may be provided to each driver of any COV that is strictly used to purchase fuel for the vehicle to which it is assigned.

### **3. Procedure**

- a. Facilities Planning & Support Services
  - i. Oversees all College owned vehicles in the vehicle fleet.
- b. Fleet Management Coordinator
  - i. Manages day to day operations, spreadsheets, and Voyager Card data on the College owned vehicle fleet.
  - ii. Maintains the list of designated individuals who serve as Points of Contact for vehicles at various college/campus locations.
  - iii. The Fleet Management Coordinator is assigned to Facilities Planning & Support Services, located in Building CW, Annandale Campus.
- c. Point of Contact (POC)
  - i. Maintains the keys, binder, and fuel card for the motor pool vehicle assigned to their campus.
  - ii. Ensures vehicle binder is up to date and always located inside the vehicle.
  - iii. Manages reservations of the vehicle by college faculty and staff.
  - iv. Verifies that drivers are qualified and understand the rules applicable to the use of the vehicle, including accident procedures.
  - v. Reports odometer readings to the Fleet Management Coordinator ([VehicleRequests@nvcc.edu](mailto:VehicleRequests@nvcc.edu)) by the fifth working day of each month for the preceding month.
  - vi. Reconciles fuel receipts with College invoices.
  - vii. Takes cars for safety inspections, these can be coordinated with the Vehicle Repair Shop at the Annandale Campus. If performed at a location other than at the AN Vehicle Repair Shop, a copy of document must be emailed to Fleet Management Coordinator at [VehicleRequests@nvcc.edu](mailto:VehicleRequests@nvcc.edu).
  - viii. Takes cars for emissions inspections when required every two years to designated vendor. Vendor information is provided by the Fleet Management Coordinator. Copy of the report must be mailed to the Fleet Management Coordinator at [VehicleRequests@nvcc.edu](mailto:VehicleRequests@nvcc.edu).



- ix. Notifies Maintenance shop promptly of any vehicle issues.
  - x. Keeps cars clean inside and out. Cars should be taken on a regular basis to any vendor that is registered in eVA. A Pcard can be used for this service.
- d. Vehicle Maintenance Shop services and maintains College owned vehicles, located at the Annandale Campus.
- e. Human Resources is responsible for checking DMV records and receiving alerts of infractions.
- f. Driver Requirements
- i. Be a college employee with a valid driver's license for the type of vehicle being operated and have at least 2 years of driving experience. Part-time and hourly employees are permitted to operate a College owned vehicle if on official business for NOVA, with department director approval.
  - ii. Read and understand policies regarding use of College owned vehicles. Acceptance of vehicle keys serves as an acknowledgement of this responsibility prior to driving any College owned vehicle.
  - iii. Be familiar with all pertinent laws and rules of driving, as well as proper procedures to follow in the event of a breakdown, collision, or other emergency situation addressed in [The Virginia Driver's Manual](#).
  - iv. Sign the NOVA Driver Responsibility Agreement.
  - v. Successfully complete additional training for driving larger vehicles as needed. These vehicles include but are not limited to: 12 and 15 passenger vans, panel trucks, delivery trucks, bucket trucks, and sweeper trucks.
  - vi. The individual driver is responsible for pay any moving, speeding, toll, or parking violations and fees incurred during the time of vehicle possession.
  - vii. Notify their supervisor and the Office of Risk Management, [ORM@nvcc.edu](mailto:ORM@nvcc.edu), of any citations received.
- g. Regulations for Vehicle Use
- i. Driving under the influence of a controlled substance or alcohol is prohibited.
  - ii. Speed limits must be obeyed.
  - iii. Use of tobacco products and e-cigarettes inside a College owned vehicle is prohibited.
  - iv. Eating and drinking is prohibited inside College owned vehicles, with the exception of water in a sealable container.
  - v. Drivers utilizing cell phones, must utilize a hands-free device while operating the vehicle unless the vehicle is in park. Any other use such as text messaging or emailing by the driver is prohibited while the vehicle is in drive and/or in motion. Use of two-way radios and related

mission essential equipment for emergency response vehicles is authorized for Police, Office of Emergency Management and Facilities personnel.

- vi. Wearing a seatbelt is mandatory while the vehicle is in operation.
- vii. College operated vehicles must not be left running while unattended.
- viii. Keys must never be left in an unoccupied vehicle; drivers must take appropriate measures to prevent the theft of any state property left in the vehicle; and the vehicle must always be locked when unattended.
- ix. Picking up hitchhikers is prohibited.
- x. The only passengers permitted in a College owned vehicle are:
  - 1. State employees.
  - 2. Students being driven by a state employee to an approved athletic event, field trip or student activity.
  - 3. Participants in college-sponsored programs being driven by a state employee as part of the program.
- xi. Driving should be in the Commonwealth of Virginia or DC Metropolitan area. Driving in other areas requires advance permission from Fleet Manager.

#### h. Vehicle Assignments

##### i. Pool Vehicles

- 1. Each campus/college location is assigned one or more sedans and/or vans.
- 2. Vehicle use is scheduled by the campus Point of Contact.

##### ii. Vehicles Assigned to Individuals

- 1. NOVA assigns vehicles to specific individuals for official business use and commuting.
- 2. The only individuals authorized to commute using College owned vehicles are those approved by the Vice President for Finance on behalf of the President.

##### iii. Permanently Assigned Vehicles

- 1. College owned vehicles are assigned to various college units that require vehicles to support operations effectively and efficiently at the college. These vehicles are assigned and used for official business only and are available to support staff from the beginning to the end of each work shift.
- 2. Police Vehicles – for use by NOVA Police and supervised by Chief of Police or designee.



3. Emergency Management and Safety Vehicles – for use by NOVA Emergency Management and Safety personnel and supervised by the Director of Emergency Management or designee.
4. Maintenance and Facilities Vehicles – for use by NOVA Maintenance and facilities personnel and supervised by the campus facility manager or Chief Facilities Officer.
5. Postal and Distribution Services Vehicles – for use by NOVA personnel responsible for the distribution of mail and supervised by the Associate Director of Property Control & Warehouse Services.
6. Athletic Department – for use by NOVA Athletic Department personnel and supervised by the Athletic Director.
7. Parking Department – for use by NOVA Parking Department personnel and supervised by Director of Parking.

i. Requesting a Vehicle

- i. Faculty or staff needing transportation to conferences, conventions, or other business-related meetings may request the use of a College owned vehicle by submitting the Vehicle Request & Acknowledgement Form (NOVA 105-187) to a designated Point of Contact.
- ii. When several members of one department or campus are making the same trip, they should make every effort to carpool in one vehicle if possible.
- iii. If a vehicle is unavailable or the staff member is traveling out of state (with the exception of the District of Columbia and Maryland), arrangements must be made for a commercial rental vehicle by accessing Chrome River and following the link to rental car company.

j. Picking Up Vehicle

- i. Keys, along with the Voyager Card, must be picked up from the designated Point of Contact at each campus between 8:30 a.m. and 5:00 p.m. unless other arrangements have been made. The driver obtains the vehicle, key, and car return instructions at the time of key pick up.
- ii. If a driver must pick up a vehicle before 8:30 a.m., it is his/her responsibility to make other arrangements which may include picking up the keys and car return instructions for that vehicle the previous day before 5:00 p.m.
- iii. If the reservation is for a Saturday or Sunday, keys and instructions may need to be picked up on the Friday before, it is the Driver's responsibility to make other arrangements. Note: driver may pick up the vehicle and take it home the night before use only if approved in writing (e-mail acceptable), by the driver's supervisor and provided to the designated Point of Contact responsible for the vehicle.

k. Accepting a Vehicle

- i. Prior to accepting vehicle, the driver is responsible for:



1. Performing an inspection of the vehicle to look for any visible deficiencies or damages to the vehicle.
2. Confirming, to the best of their ability, that the vehicle is in proper running condition.
3. Confirming the receipt of the Voyager fuel card.
4. Confirming presence of vehicle binder and mileage log, if applicable, and a copy of these instructions are in the vehicle.

- ii. Any concerns, deficiencies, or damages should be reported immediately to the designated Point of Contact for that vehicle and if necessary, the Vehicle Maintenance Shop.

I. Returning a Vehicle

- i. Vehicle and keys must be returned to the same campus and designated Point of Contact that they were picked up from. Vehicles may be returned the next business day if the Point of Contact is not available to accept the return. Specific instructions regarding return shall be given from the designated Point of Contact.
- ii. Upon returning the vehicle, the driver is responsible for:
  1. Ensuring there is at least  $\frac{3}{4}$  of a tank of fuel in the vehicle.
  2. Ensuring the vehicle is cleared of trash and personal belongings. Excessive debris and soiling that requires professional cleaning will be charged to the driver's department.
- iii. Drivers are requested to report any concerns with the vehicle, such as unusual noises or odors, alarm lights on dashboard, etc. to the Point of Contact to whom they return the vehicle, who will in turn advise the College Fleet Management Coordinator and/or Vehicle Maintenance Shop.

m. Voyager Card

i. Voyager Card Usage

1. Insert the card at the pump card reader.
2. If the pump requires the driver to choose either credit or debit, press the credit key.
3. The pump will prompt the driver to enter an ID or PIN number. Enter the assigned vehicle number, which can be found on the front of the card next to "vehicle".
4. The pump will then prompt the driver to enter the odometer reading. Enter the current mileage found on the odometer inside the vehicle as a whole number.
5. All pumps are different and may require the information to be entered in a different order. Follow the instructions at the pump to process the transaction.
6. The card will become locked if an incorrect PIN/ID # is entered 3 times. If this occurs, please call the 1-800 number located on the back of the card.



ii. Voyager Card Regulations

1. Voyager Card may only be used for gas on official college purposes (Regular Unleaded Fuel ONLY unless otherwise noted).
2. No food, beverages, parts, or personal purchases of any kind may be made using the Voyager Card.
3. A specific Voyager Card is assigned to each vehicle. The card must only be used for the vehicle to which it is assigned and cannot be shared with any other vehicles or individuals.
4. Keep all fuel receipts from the trip and store within folder in vehicle.
5. Exercise extreme caution and always keep the card in a secure location as the card presents a liability to the college.
6. If the card is lost or stolen, report immediately to Fleet Management Coordinator at [VehicleRequests@nvcc.edu](mailto:VehicleRequests@nvcc.edu).

n. Emergencies: Accidents and Breakdowns

- i. The Point of Contact is responsible for ensuring that information and phone numbers regarding accidents, breakdowns and emergency repairs is available in each vehicle.
- ii. Accidents Involving College Owned Vehicles: Driver Responsibilities:
  1. Off-campus: call the State Police to the scene.
  2. On-campus: call the Campus Police.
  3. Obtain names and other relevant particulars concerning persons involved, especially anyone indicating injury.
  4. Obtain license number, description of vehicles involved, names of insurance companies, and policy numbers.
  5. Obtain names and other relevant particulars of witnesses.
  6. Take photographs of damage if possible.
  7. Upon return to NOVA, the driver must notify their supervisor and the Office of Risk Management, [ORM@nvcc.edu](mailto:ORM@nvcc.edu). The Office of Risk Management will provide guidance as to additional procedures to follow.
  8. Employees involved in an accident are to only discuss the accident with their supervisor, the Office of Risk Management, and Police. In addition, no promises of payment or compensation are to be made to the others.

iii. Breakdowns



1. For emergencies such as breakdowns that require towing, check the instructions provided within the vehicle. Designated College owned vehicles have VMCC Roadside Assistance (1-866-857-6866). Documentation within the vehicle will outline the necessary procedures to follow.
2. Repair costs as a result of carelessness, abuse or an accident in which the NOVA driver is determined to be at fault, may be the responsibility of the College department using the College owned vehicles.

o. Inclement Weather Conditions

- i. Drivers are expected to use common-sense caution when driving during adverse weather conditions for the safety of both the driver and the vehicle.
- ii. When the College is closed for inclement weather/emergency, designated personnel are permitted to drive College owned vehicles in support of the College mission. All other use is prohibited.
- iii. Permitted use of College owned vehicles during inclement weather/emergency closings include:
  1. To obtain food and other life-support material for essential personnel on campus when such items are not available on campus.
  2. To transport essential personnel from campus for medical emergencies when normal ambulance services are not available.
  3. With Supervisor approval, designated personnel may be permitted to drive College owned vehicles home so that they may report to work during an inclement weather/emergency closing.

p. Preventative Maintenance

- i. Preventative maintenance for College owned vehicles is the responsibility of the campus, department or employee assigned the respective vehicle. The designated Point of Contact for vehicles is responsible for scheduling preventative maintenance services with the Vehicle Maintenance Shop at 703-323-4570 in a timely manner.
- ii. An annual safety inspection must be performed along with semi-annual regular maintenance checks. Each vehicle has a sticker indicating the date or mileage for the next service. Contact the College owned vehicle Maintenance Shop to set up an appointment for this service.
- iii. Inspect tires daily and correct deficiencies as necessary.
- iv. Check dashboard indicator lights daily for normal readings.
- v. Check fluid levels weekly or when vehicle is refueled, whichever occurs first.
- vi. Perform regular emissions inspections and pay respective fees.





q. Services and Repairs

- i. The Vehicle Maintenance Shop services and maintains College owned vehicles. It is the responsibility of the assigned campus, department, or employee to arrange repairs as needed.

r. Modification to Vehicles

- i. Departments and individuals assigned to use College owned vehicles must not make any modifications to the vehicles, whether temporary or permanent (including stickers or wrapping).

s. Violations

- i. User may be subject to loss of driving privileges due to violations of this policy and procedures, or due to changes in Driving Record:
- ii. Vehicle accidents are reviewed by the NOVA Accident Review Committee. This committee may also recommend that user's driving privileges be revoked due to negative changes in the Driving Record.
- iii. Events or changes in the driving record that may lead to loss of driving privileges include:
  - 1. suspensions, revocations, disqualifications, cancellations.
  - 2. reckless driving.
  - 3. driving while intoxicated convictions.