

COLLEGE OWNED VEHICLES

Policy Number: 307

Categorized: [Administrative Policies](#)

Responsible Office: Facilities Planning & Support Services

Subject: Policy and procedures governing the use of College owned vehicles and requirements for drivers

Related Policies:

Procedures: [307P](#)

Additional Information:

Effective Date: 09/01/2019

Last Reviewed Date: 08/03/2020

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

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.

Drivers of College owned vehicles represent the College and the Commonwealth. Therefore, the College expects drivers to practice safe driving habits and driving courtesy. Drivers must comply with policies and procedures regarding use of College owned vehicles and with applicable laws and regulations concerning the operation of a motor vehicle.

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. 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.

4. Procedures

See [307P](#).

5. Authority

N/A