



Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
PL-1.7.04	Vehicle Request	07/01/2007	

I. Overview

Bainbridge College has available on a reserve-basis, passenger-carrying vehicles. Vehicle request forms should be sent to Physical Plant for reserving the vehicle; vehicles are available on a first come, first serve basis.

II. Authorized Use of State Vehicles

- Employees for use in the performance of essential travel duties related to the completion of State business.
- Recognized student organizations approved by a designated official of Student Affairs.
- Programs or tours through Continuing Education which are accompanied by the Program Coordinator or a member of the faculty. Prior approval is required by the Director and costs incurred will be charged to the Continuing Education budget.
- Other college and university groups with approval by the Vice President of Business Affairs.

III. Unauthorized Use of State Vehicles

- Use for personal purposes
- Travel or tasks which are beyond the vehicle's rated capability
- Transport of families, friends, associates, or other persons who are not employees of the State or service the interest of the State.
- Use by private organizations
- Organizations restricted as to membership and/or activities do not qualify for use of vehicles.

IV. Authorized Vehicle Drivers

All drivers must turn in a valid photo copy of their driver's license with the vehicle request form. Drivers without a valid driver's license will not be allowed to operate a State vehicle.

Bainbridge College vehicles may be operated only by individuals who are on the Bainbridge College payroll, have a valid driver's license, and who



are authorized by the Division/Department head. The Department reserving the vehicle is responsible for obtaining a qualified driver.