



Revision Responsibility: Associate Vice President Business Services

Responsible Executive Officer: Vice President Finance and Administration

PURPOSE

This policy establishes minimum regulations and procedures for the operation of state-owned motor vehicles by Columbia State Community College employees.

DEFINITIONS

- State Vehicle – Any motor vehicle owned, purchased, or leased with college funds.
- Employee – any person employed full or part-time by Columbia State Community College.
- Motor pool vehicles – vehicles purchased by the college for use in the transport of students and/or employees to athletic events, student group events, etc.

POLICY

I. General Provisions

- A. The motor vehicle pool is maintained at the college to facilitate the official business of the college. It is the responsibility of all employees who use these vehicles to ensure the efficient and economical utilization of such vehicles.
- B. All state vehicles shall be used in accordance with the provisions of this policy.
- C. Use of tobacco products of any form in state vehicles is prohibited.
- D. Employees using state vehicles should notify the Director of Purchasing immediately of any problems encountered with the vehicle's operation.
- E. The employee checking out the vehicle is responsible for its condition upon return. Trash should be removed from the vehicle upon return to campus. A walk-through with purchasing staff, or the Assistant to the Vice President of Student Affairs, or the Assistant to the Vice President of Finance and Administration and the driver will be completed for inspection upon the return of the van(s).
- F. At a minimum the vehicles will be vacuumed and washed monthly for upkeep purposes, provided the vehicles were used. The charges for maintenance and cleaning will be pro-rated among the departments using the vans annually.

II. Motor Pools

- A. An employee who needs to use a motor vehicle on state business may use a van if one is available and
 - 1. The state business involves the transport of a minimum of six people.
 - 2. Motor vehicles available for trips will be centrally controlled by the college and made available for specific trips, then returned to the college upon completion.

3. Motor vehicles, including those used for trips or special assignments, may not be used for commuting purposes unless the employee is departing upon or returning from an official trip away from their home campus, or the employee needs the vehicle to conduct college business after regular working hours or before usual working hours on the next day.

III. Authorized Operators and Passengers

- A. Only employees of the college with proper departmental authorization may operate a state vehicle for official business. Authorization to use a state vehicle shall be limited to official use within the scope of employment of the employee.
- B. Student employees are not permitted to operate a state vehicle.
- C. All employees must have a valid driver's license without restrictions to operate a state vehicle. A copy of their license will remain on file with Human Resources.
- D. Passengers in state vehicles shall be limited to the following:
 1. Employees of the college when within the scope of employment.
 2. Students of Columbia State engaged in college-sponsored activities.
 3. Other persons, when necessary, to accompany an employee on official business or as a guest of the college. The spouses and children of employees are generally not considered guests of the college unless their attendance is required at the event and they are listed on the approved travel authorization forms.

IV. Scheduling of Motor Vehicles

- A. Vehicles may be scheduled by completion of the form, [*Columbia State Motor Vehicle Request Form.*](#)
- B. Schedule vehicles as far in advance as possible, but not to exceed 90 days. Athletics may supersede a previously scheduled vehicle if there is a conflict.
- C. Priority for vehicle use will be as follows:
 1. College athletic activities
 2. Clubs or groups with the most students affected,
 3. All other requests will be on a first-come, first-served basis

V. Penalties for Misuse of Vehicles

- A. Employees who misuse vehicles will be subject to disciplinary sanctions, depending upon the magnitude of the misuse and the frequency with which it has occurred. Misuse includes any of the following:
 1. Moving violations of traffic laws.
 2. Careless operation that results in damage to the vehicle or property or injury to people.
 3. Use of a vehicle for personal business or unauthorized commuting purposes.
 4. Use of a vehicle contrary to the provisions of this policy.
- B. The college president shall determine the penalty appropriate for each violation and, in addition, may require the employee to pay for any damages to the vehicle caused by misuse.

VI. Accident Regulations

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- A. Should an accident occur while an employee is driving a state vehicle, the driver should follow the same procedure that one would follow with a privately owned automobile.
1. Do not leave the scene. Be prepared to communicate ALL details of the incident to the State's adjuster.
 2. Call emergency services (911 or police non-emergency number) as needed. If you are on campus, please call extension 2700.
 3. Take at least four photos of both vehicles, license plates, parking situation, insurance card for the other party, and any notable unrelated damages.
 4. Call the Tennessee Auto Accident Call Center at (855) 253-0629 immediately to report an incident involving two or more parties, where one party is a citizen or a citizen's vehicle.
 5. Call your supervisor and follow your department's applicable procedures.
- B. In the vehicle folder of each state vehicle, there is a sheet that outlines the steps to be taken by the driver at the scene of the accident. The state manual includes a two-page sample of the accident information that must be completed at the scene of the accident. This report must be filed with the Columbia State police/security office as well as the Purchasing Director immediately upon return to campus. The police/security will file a copy with the Human Resources office. The report must contain information regarding:
1. Incident date, time, and location
 2. Weather conditions, traffic flow, and other factors.
 6. State driver's name, phone number, and email
 7. Any/all other drivers' names and phone numbers, plus emails if available
 8. Any other involved passengers' names and phone numbers, plus emails if available
 9. Vehicle information for all vehicles, including license plate number and/or VIN
 10. Your State Supervisor's name, phone number, or other contact information
- C. If you are injured in the accident, you and your supervisor shall call the Workplace Injury & First Notice of Loss Call Center at 1-866-245-8588, option #1, immediately after the occurrence of an incident and notify police/security. They will provide information to Human Resources.

VII. Liability

- A. Appropriate accident report forms for filing a claim with the State Board of Claims Office are available from the Human Resources office. To file a claim, visit treasury.tn.gov/Tort-Liability.



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- B. DO NOT MAKE ANY COMMITMENTS OR STATEMENTS OF RESPONSIBILITY
at the time of the accident.

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