

121-12 COLLEGE VEHICLES—PROCEDURE

1. PURPOSE

The purpose of this procedure is to govern the method for use of College vehicles and outline the requirements of employees who use them. This procedure shall be adhered to for the safety of employees as well as the security and liability of the College.

2. PROCEDURE

1. The Executive Director for Facilities is responsible for establishing guidelines related to the use of College vehicles.
2. All College employees who use a College vehicle are expected to comply with the guidelines that are outlined in detail within the related Operational Manual.
3. Employees who violate the terms of the Operational Manual may be disciplined up to and including termination of employment from the College.

3. BACKGROUND

1. References: Procedure 430-01 (Code of Conduct), Operational Manual
2. Revision history: 05/22/2001, 03/11/2010 (reformatted)
3. Legal review: none
4. Sponsor: Facilities

COCONINO COMMUNITY COLLEGE