



Operating Protocol & Procedure

Details:

Number: 262

Title: Use of PCC Van

Category: Employees

Office of Primary Responsibility: Facility Services

Approval Date: 4/10/17

Effective Date: 4/10/17

Revised: 5/8/19

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Purpose:

To establish criteria and a process for the reservation and use of the PCC vans.

Applicability:

All PCC faculty, part-time instructors, APT, and classified employees

Definitions:

None

References:

Colorado Community College System President Procedure SP-310a ([Employment Background Checks](#))

Attachments or Related Forms/Documents:

- Van Reservation Request form (Ultimus)
- Driver Acknowledgment of Van Use Policy form (part of Van Reservation Request in Ultimus)
- Trip Ticket Report for PCC Van (provided by Facility Services or Branch Campus designee)
- PCC Accident Report form (provided by Facility Services Branch Campus designee)

Operating Protocol:

The Pueblo, Fremont, and Southwest campuses each have a van available for use by authorized employees for official college activities and instructional purposes, such as field trips, Student Life activities, and student or business-related travel. (Student hourly, non-student hourly, work study, and temporary employees are not permitted to operate the PCC vans.)

To be an authorized driver of a PCC van, the employee must have a valid driver's license at the time of travel and have had his/her driving record checked and cleared in advance by the Human Resources (HR) Office.

Facility Services at the Pueblo Campus and Campus Dean at Fremont and Southwest campuses will each assign a designee to be responsible for scheduling the vans for use by authorized College employees. Reservation of the PCC van will be approved on a first come first served basis.

Approval for travel must be obtained through the Travel Request & Authorization form and Field Trip Approval form before a reservation request will be confirmed.

Barring unforeseen circumstances, all reservations confirmed by the Facility Services or Branch Campus designee are firm unless canceled by the reserving party.

Users of any College vehicle are responsible for any fines or penalties associated with driving and parking violations.

Procedure:

Authorization to Drive PCC Van

- Eligible employees who wish to operate a PCC van must first give the college permission to obtain the employee's driving record. The release form can be obtained from the HR Office. In most cases, it will take 24-48 hours for the records to be received by the HR Office. The fee to obtain the driving record is paid for by the college.
- The HR Office will notify the employee and the Facility Services or Branch Campus designee of the employee's clearance to operate a PCC van via the Van Request process in Ultimus. The HR Office will re-check the employee's driving record on a yearly basis thereafter if notified by the supervisor of an ongoing need to operate the van and to continue the clearance to operate a PCC van.

Reserving PCC Van

All authorized employees with clearance from the HR Office, who have requested use of a PCC van via the Ultimus Request form.

Upon request for use of a van, the Facility Services or the Branch Campus designee will confirm if the van is available for the desired date and time of travel.

Van Pick-up:

The authorized driver of the van **must** show a valid driver's license at the time of van pick up, and if he/she has not already done so, complete the Driver Acknowledgment of Van Use Policy form before the keys will be handed over to the driver.

1. **Keys:** Keys to the reserved van are to be picked up at the Facility Services Office or from the Branch Campus designee just prior to the departure time indicated on the approved Vehicle Reservation Request Form. Should the departure time fall outside normal working hours, the reserving authority must make arrangements to pick up the vehicle keys prior to 3:00 p.m. of the work day preceding the trip. The vehicle, however, may not leave the College campus prior to the departure time indicated on the Vehicle Reservation Request Form.
2. **Trip Ticket:** The Trip Ticket form contains information about the trip and will be provided by the Facility Services or Branch Campus designee. This is the form that the driver uses to record the starting and

ending mileage. The Trip Ticket form also contains a section to record any comments about the vehicle or any problems encountered on any given trip.

3. **Fuel:** A state-issued fuel card will be provided for the purchase of fuel for the van. The card, along with the Colorado State Fleet Management Vehicle Operator's Manual, is kept in a plastic envelope in the glove box of the van. The fuel card is to be used for fuel for the van only. When the fuel card is used, the driver will be asked to enter a PIN number (found in the envelope) and the odometer reading. A pamphlet listing the service stations that honor the fuel card is found in the envelope in the glove compartment. Travel or P-cards are not to be used for fuel when operating a PCC van.
4. **Visual inspection:** Before departing on the trip, the authorized driver should make a quick inspection of the vehicle and note any problems on the Trip Ticket. After returning, another inspection should be made and any new problems noted.
5. **Personal vehicles being left on-campus:** If the driver or anyone in his/her party is leaving a personal vehicle overnight on campus as a result of travel in the PCC van, the appropriate Public Safety Department personnel must be notified in advance.

Driving Safety Guidelines:

Drivers of the PCC vans are expected to follow safe-driving practices and all driving rules and laws of the state in which the van is being driven.

- All occupants of the van must adhere to the seatbelt laws of the state in which the van is being driven.
- Driving for long distances can be very tiring and can increase the potential for accidents. Because of this, driving limits for all drivers are as follows:
 - **Daytime travel** – three (3) hours at one time
 - **Nighttime travel** – two (2) hours at one time
 - Within 15 minutes of reaching a driving limit, the driver should exit the road to a safe rest area and must take at least a 15-minute break or another approved driver must assume driving responsibilities.
 - When the total trip is expected to be completed within 30 minutes beyond the appropriate driving limit, one driver may drive the entire trip without a break. However, if poor weather or heavy traffic threatens to lengthen the trip, the driver should exit the highway to a safe rest area within the normal driving limits.
 - No driver may exceed eight (8) total hours of driving time in any 24-hour period.
- Only the person(s) whose name(s) appears on the Van Reservation Request Form as the primary or alternate driver is permitted to drive the vehicle. No student or other unauthorized driver shall drive the College van. The primary driver is responsible for enforcing this policy.
- Use of cell phones by the driver for calling or texting while driving is prohibited.
- In the event of maintenance or repair needs while using the van, please refer to the Colorado State Fleet Management Vehicle Operator's Manual for information.

Vehicle Return:

Failure to adhere to any of these requirements result in loss of future use of the PCC van privileges.

- The College van must be returned with a full tank of gasoline.
- All debris is to be removed.

- The van is to be returned and parked in the same location it was picked up. Be sure the vehicle is locked.
- Return the completed Trip Ticket Form and keys to the same location originally picked up. Be sure your beginning and ending miles are filled in and that you have noted any problems encountered with the vehicle.
- Afterhours or weekend return:
 - Do not keep a vehicle at your personal residence overnight. If you are returning to campus afterhours or during the weekend, the vehicle should be returned and parked in the same location it was picked up. The keys and Trip Ticket Form may remain with the driver, but are to be turned in as soon as possible on the next business day.
- Be on time when returning the van.
 - Unavoidable Delays: Should unavoidable delays be encountered during a trip which prohibit returning the vehicle on time, notify your immediate supervisor and if between Monday-Friday from 8:00am-4:00pm, the appropriate designee:
 - Facility Services (719-549-3345)
 - Fremont Campus designee (719-296-6110)
 - Southwest Campus designee (970-564-6219)
 - If Facility Services or the Branch Campus designee is unavailable or the delay occurs afterhours/ weekend, then leave a voicemail message.

Loss of Driving Privileges:

Any of the following actions will result in the loss of College van driving privileges and may result in corrective or disciplinary action up to and including termination:

1. Driving to a destination other than what is indicated and approved on the Van Reservation Form. Does not pertain to stops for food and/or fuel along the way to/from stated destination.
2. Allowing an unauthorized driver (one not listed on the Vehicle Registration Form) to drive the vehicle.
3. Use of the travel or P-card for purchases of fuel or other unauthorized purchases.
4. Use of the fuel card for purchases other than fuel.
5. Picking up a vehicle earlier than your scheduled departure time, or returning the van later than the authorized return time without notifying Facility Services or Branch Campus designee. See *Unavoidable Delays* above.
6. Violating state and federal traffic laws, damaging other vehicles or property, driving while intoxicated, transporting alcohol or drugs, or any other illegal or irresponsible use of the College van.
7. Not following the seat belt law of the state in which the van is being driven in. If you are stopped and fined for not wearing one, the fine will be your personal responsibility. This is in keeping with College policy that users of College vehicles are responsible for any fines or penalties associated with driving and parking violations.
8. Any unsafe, prohibited, or inappropriate use of the College van, or failure to follow the rules as indicated above.
9. More than three (3) moving violations in the past three (3) years, or more than one (1) of moving violation in the past twelve (12) months.
10. More than one (1) minor accident (any event which results in damage to vehicle and property, or injury to a person, with damages of less than \$2,500), for which you are at fault, in the past three (3) years.

11. Any major accident (any event which results in damage to a vehicle or property, or injury to a person, with damages exceeding \$2,500), for which you are at fault, in the past five (5) years.
12. Recorded instance of driving on a suspended license, or for failure to appear in court, within the past five (5) years.
13. Conviction for reckless driving within the past five (5) years.
14. Conviction for alcohol and/or related driving offense within the past five (5) years.
15. Refusal to submit to a blood alcohol test within the past five (5) years.

In the Event of an Accident:

- An accident shall be defined as any event which results in damage to a vehicle or property or injury to a person.
- If someone in the vehicle has been injured during an accident, call 911 immediately.
- It is the responsibility of the driver to refer to the Accident Information section of the Colorado State Fleet Management Vehicle Operator's Manual found in the plastic envelope in the glove compartment and follow the stated instructions.
- When an accident involves any injury or significant damage to the van, the immediate supervisor, dean or chief officer, college president and the Facility Services or Branch Campus designee must also be notified at the earliest possible opportunity. If the immediate supervisor is able to do so, he/she can contact the other college personnel on behalf of the driver.
- For minor accidents where no one has been injured, the authorized driver must notify his/her immediate supervisor and the Facility Services (719-549-3345), Fremont Campus designee (719-296-6110), or Southwest Campus designee (970-564-6219) at the earliest possible opportunity.
- The driver must fill out a PCC Accident Report Form and obtain necessary information from the other party as instructed in the Accident Information section of the Colorado State Fleet Management Vehicle Operator's Manual found in the plastic envelope in the glove compartment. There is a blank PCC Accident Report Form in the plastic envelope in the glove compartment which can be filled out at the time of the accident or immediately upon return to campus.
- If an employee is injured in an accident, they must report the injury to the Human Resources Office within 3 business days in order for treatment under Worker's Compensation.
- Vehicle registration is kept in the plastic envelope in the glove compartment along with the insurance information, which is found in the back of the Colorado State Fleet Management Vehicle Operator's Manual and also kept in the plastic envelope.
- If an employee is injured due to an accident while riding in the PCC van, he/she must contact the Human Resources Office within 24 hours of the injury or on the next business day. This requirement does not apply to students.

Driver's Responsibilities:

In addition to all guidelines applicable to the driver of the PCC Van, the driver is responsible for ensuring:

- Passenger occupancy in van does not exceed the maximum capacity.
- Each passenger utilizes seatbelts.
- No luggage is loaded on the top of the vehicle and no towing behind vehicle occurs except when the van is being used for a parade.