

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 2073

TITLE: USE OF COLLEGE VANS

BASED ON POLICY: 2.07 PROPERTY

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR STUDENT SERVICES/ATHLETIC OFFICE

I. Purpose:

To establish rules for the use of College-owned vans that are coordinated by the Athletic Office

II. Procedure:

- A. Vans are to be used only for official College business or College-sanctioned activities.
- B. All drivers must be approved by the Office of Human Resources to drive a College vehicle in accordance with College Procedure 7030.
- C. All drivers must have a valid PIN for Fleet Card use from the Purchasing Office
- D. All parties wanting to reserve a College van are to contact the Athletic Office as soon as possible in order to provide the opportunity to coordinate with other groups to ensure all programs are covered.
- E. College vans will only be checked out to authorized faculty or staff, or in rare cases, other approved drivers. Students under age 21 may drive a van if they are doing so as a function of their employment by the College but may not carry passengers.
- F. When vans are used by offices or departments other than the Athletic Office, the user office or department will be responsible for the mileage cost incurred during the travel.
- G. When a van is checked out, the key to the van will be issued to the user. A College gas card and mileage clipboard are located in each van. Mileage clipboards and gas cards remain in the vans post-trip; only the mileage sheet and keys are returned to the Athletic Office immediately upon return from the trip or the next business day.
- H. In the event of an accident, the driver will:

- a. Obtain an official Crash Report from the local Authority Having Jurisdiction (AHJ), e.g., Police/HWY Patrol Report
 - b. Notify the College of the incident/accident
 - i. Extent of the damages and/or medical injuries
 - ii. List of all occupants within the vehicle involved
 - iii. If injuries are employee related, contact HR for Workman's Claim
 - c. Not make an official statement to the media or family members. Student Services and/or Human Resources will contact the registered emergency contacts for those involved.
- I. For the convenience and courtesy of all parties, the van must be returned with a full tank of fuel following each assigned trip.
- J. In the event that an office or department has reserved a College van and no longer needs the van, the user will notify the Athletic Office as soon as possible, either by phone or email, to cancel the use of the van so that the van might be made available to other parties.
- K. Users will
1. Conduct a thorough safety check of the van before and after each trip to ensure that the van is properly maintained. Particular emphasis will be placed on tires, brakes, wipers, fluid levels, and lights and signals. Any concerns shall be reported, in writing, to the Athletic Office immediately for resolution
 2. Keep the vans as clean and tidy as possible and remove all personal items and trash upon completion of the travel.
 3. Ensure all radios, lights, A/C fans, and wipers are in the off position after use.

HISTORY: Last Revised: 02/17/2026

Adopted: 6/1/05

Reviewed: 7/15/08

Revised: 10/13/09, 4/03/12, 3/31/15, 3/5/19, 2/17/2026