

TRANSPORTATION MANAGEMENT

SECTION ONE: VEHICLE USE AND TRANSPORTATION

- 1.01** Persons who intend to drive College District vehicles must submit appropriate driver information to Physical Plant Operations office and be approved by the Senior Director of Physical Plant Operations before operating any College District vehicles.
- 1.02** Drivers of College District vehicles must: (1) be at least 18 years of age, (2) have a valid Texas driver's license, and (3) have completed a designated driver safety course .. Drivers may be subject to random drug testing as allowed/required by state and federal law.
- 1.03** Drivers of College vehicles will be responsible for requiring that passengers wear seat belts. The driver may refuse to transport noncompliant passengers.
- 1.04** Drivers will perform a visual vehicle inspection before leaving the College. The inspection shall include all lights, turn signals, gauges, horn, tires, and brakes. Damages or problems should be brought to the attention of the Senior Director of Physical Plant Operations.

SECTION TWO: VEHICLE USE

- 2.01** All College District-owned vehicles shall be registered in the name of the College District, shall be identified by the appropriate College District insignia plainly legible at a distance of not less than 100 feet, and shall be licensed as tax exempt in the name of Angelina County Junior College District.
- 2.02** All College District vehicles shall be maintained and inspected as required by the Uniform Act Regulating Traffic on the Highways.
- 2.03** College District vehicles are available for use by College District employees for College District business only.
- 2.04** A trip ticket must be completed each time a College vehicle is used.
- 2.05** Reservations may be made using the vehicle request form by emailing the physical plant office. Approved reservations will be made on a first-come, first-serve basis. However, the administration reserves the right to make changes to serve the best interests of the College District.
- 2.06** Only full-time employees may reserve vehicles and are responsible for the care of vehicles while in their possession.
- 2.07** Insurance information and emergency notification information shall be maintained in the glove compartment of each vehicle.

The Vice President of Business Affairs is responsible for reviewing and updating this regulation. Policy reviews are made in accordance with the Office of Institutional Effectiveness Policy Tracking document.

Document History:
Adopted: 03/2005
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