

Lake Region State College
Policy and Procedure Manual

SECTION 400.21

VEHICLE USAGE

[NDCC, Chapter 24-02-03.3 and Chapter 39-04 and 39-05]

1. The department or individual requesting usage of a College vehicle must have the travel approved by the supervising administrator and check for vehicle availability with the State Fleet Coordinator.
2. The person driving a College vehicle must possess a valid North Dakota driver's license. Vehicles are assigned on a first-scheduled basis.
3. Each vehicle has its own credit card with the motor pool number of the vehicle imprinted on it. These credit cards are State of North Dakota cards and are honored at most stations within North Dakota. They may be used for gasoline as well as emergency repairs and towing. Fuel sites are listed in the vehicle check-out materials.
4. Each vehicle will be full of gas when issued, and will be full when returned.
5. Any problems experienced with the vehicle should be reported to State Fleet Coordinator upon return.
6. If no vehicle is available from the College pool, and if the supervising administrator approves such usage, a personal automobile may be used and travel reimbursement obtained as per state rates for mileage.
7. Pursuant to ND Century Code 39-08-23 North Dakota State employees shall not engage in text messaging while driving a state government fleet vehicle or personal vehicle while being used to conduct state business.

History

Administrative Council Approved 400.21 (8) 04/18/13

Administrative Council Approved Update 06/11/15