



Vehicle Policy

As Amended by TOCC Board of Trustees
March 9, 2017
(See endnotes for changes)

*This policy supersedes and replaces any prior policies.
None of these policies or procedures may be amended or altered in any way by oral statements.
Only written amendments by authorized management officials and approved by the Board of
Trustees will constitute changes to statements made in this policy.*

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A. Introduction

Tohono O’odham Community College (TOCC) maintains a fleet of vehicles for the benefit of the college. Most of the vehicles are GSA (General Services Administration) vehicles, meaning that they are owned by the federal government and leased to TOCC. These vehicles are identified by license plates on both the front and the back of the vehicle. Non-GSA vehicles only have a rear license plate.

All vehicles are administered through the office of the VP of Administrative Services and Finance, with direct supervision of the vehicles falling under the Director of Operations, who has the responsibility for ensuring proper maintenance for all vehicles. The Director of Operations schedules periodic maintenance and coordinates with the GSA when vehicles are ready to be picked up or turned back in.

B. General Policies

Only employees of TOCC or specific individuals who have contracted with TOCC may drive college vehicles. In all cases anyone driving a TOCC vehicle must adhere to the following policies:

- 1) Anyone driving a vehicle in the TOCC fleet must have a valid driver’s license. A copy of the driver’s license must be on file with Human resources.
- 2) Anyone driving a TOCC vehicle must have a recent copy of their driving record on file with the Administrative Services and Finance Division.
- 3) Arizona residents can obtain a copy of their driving record for a small fee by going to: <https://servicearizona.com/webapp.citizenMVR> (the College does not pay the fee for the driving record; it is the driver’s responsibility to pay the fee.). Other states offer similar services.
- 4) The driving record must be renewed annually in July by providing an updated copy to both Vice President of Administrative Services and Finance and to the Administrative Assistant for the Administrative Services and Finance Division.
- 5) In order to be considered for driving privileges, anyone wanting to drive TOCC Vehicles must provide a copy of their recent individual driving record to the Vice President of Administrative Services and Finance.
- 6) All persons driving College vehicles must pass a defensive driving course. The defensive driving certificate must be renewed every three years. (If the employee does not have a defensive driving certificate, one can be obtained on the GSA website at <https://drivethru.gsa.gov/fmdtsys/dthome>).

7) Once the driving record has been reviewed and approved, the requestor will be notified and added to the School Dude system so that they can request use of a TOCC vehicle. All drivers are responsible for traffic citations they receive. If a driver is caught by a photo enforcement device, they will be identified when the citation is received by the College.

~~All drivers are responsible for the insurance deductible if a vehicle is damaged while signed out to them, unless they are found to not be at fault.~~¹

8) With the exception of those vehicles designated for a specific purpose, such as the student shuttles, all vehicles must be signed out through School Dude regardless of the length of trip.

9) No person who has consumed alcohol, or has taken any drugs or medications that may impair their driving is permitted to drive a TOCC vehicle.

10) TOCC vehicles cannot be used for personal errands.

11) All occupants must wear seatbelts in TOCC vehicles at all times.

~~It is not common practice to have children as passengers in College vehicles. If such a situation arises, the guardians of the child must provide appropriate child restraint seats. The College is not responsible for providing child restraint seats.~~²

12) No smoking of any kind is allowed in TOCC vehicles. This prohibition also applies to E-cigarettes and other vaping devices.

13) All accidents must be reported immediately to the police, to the driver's supervisor, the Director of Operations and the Vice President of Administrative Services and Finance. The driver must obtain a copy of the accident report, and provide a copy to the Director of Operations and the Vice President of Administrative Services and Finance. The driver must also fill out the accident form from the log book and turn it in to the Finance office.

14) All vehicular incidents, such as tickets, or parking lot vandalism must be reported immediately to the driver's supervisor, the Director of Operations and the Vice

¹ Omitted by Board action on March 9, 2017.

² The following which was item 13: "It is not common practice to have children as passengers in College vehicles. If such a situation arises, the guardians of the child must provide appropriate child restraint seats. The College is not responsible for providing child restraint seats." was removed from this policy by Board action on December 8, 2016.

President of Administrative Services and Finance. If the incident includes damage to the vehicle, the driver must also contact the police and obtain an incident report to be submitted to both the Director of Operations and the Vice President of Administrative Services and Finance.

15) Failure to turn in keys at the end of the trip will result in loss of driving privileges.

16) GSA vehicles cannot be used for personal transportation. GSA vehicles cannot be used for “home-to-work” purposes except under special circumstances that must be approved in advance in writing by the TOCC president or designee. The only instance wherein a TOCC employee can use a vehicle for home-to-work purposes is in the case of what the GSA regulations define as “fieldwork.” The home-to-work provision of the GSA regulations can be accessed at Title 41 CFR Part 102-5, Subpart B - Authorizing Home-to-Work Transportation.

~~GSA vehicles must be parked at a designated parking lot, never at the driver’s home.~~³

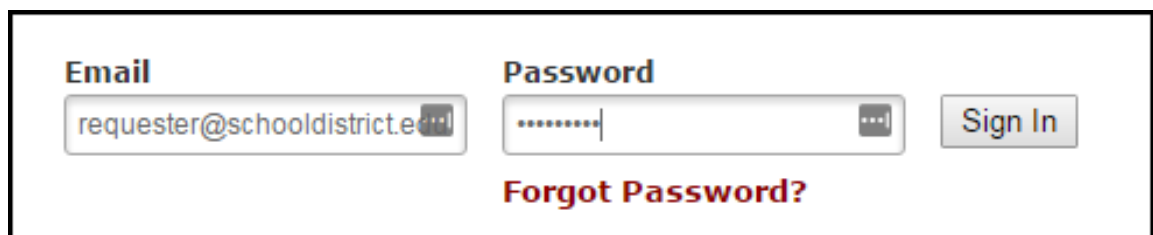
C. Procedures

1) Reserving a vehicle

Drivers wishing to use a vehicle must first reserve the vehicle through School Dude. The following walks the driver through then necessary steps.

a) How to Register/Log in

- i. Go to www.myschoolbuilding.com
- ii. If you are a returning user, enter your **Email Address** and **Password**. Click **Sign In**.
- iii. If you have forgotten your password, click the **Forgot Password?** You will receive an email with instructions for resetting your password.



The image shows a login form with two input fields: "Email" and "Password". The "Email" field contains the text "requester@schooldistrict.e...". The "Password" field contains a series of dots. To the right of the "Password" field is a "Sign In" button. Below the "Password" field is a link labeled "Forgot Password?".

- iv. If you are submitting your first request, you must enter registration information first. Click on the down arrow (▼) next to “**Never Submitted a Request? Register Here!**” to expand the registration form.

³ Revised and approved by Board action on March 9, 2017.

**Note: Your registration will be complete after you submit your first work request.*

- a. Enter the **Account Number**, 227697664.
- b. Enter your **First** and **Last Name**, as well as your **Email Address**.
Phone number is at your own discretion.
- c. Type the **Password** you would like to use to log into your SchoolDude account and confirm it. The password you choose must be 6 characters long.
- d. Click **Register** to go to the work order request form.

Never Submitted a Request? Register Here! ^

Account Number

First Name Last Name

Phone Number

Email

New Password

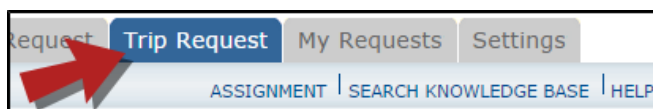
Passwords are case sensitive and must be at least six characters long.

Confirm Password

The Dude Says:

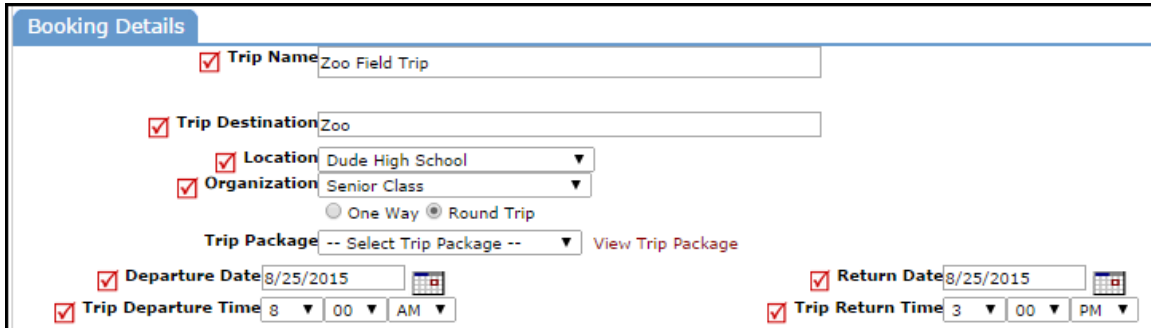
To create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. You will have the option to create a shortcut or add to your favorites. Creating a shortcut will add an icon to your desktop. You can double click it the next time you want to sign in.

- b) How to Submit a Request
 - i. Click on the **Trip Request** tab at the top of the screen.

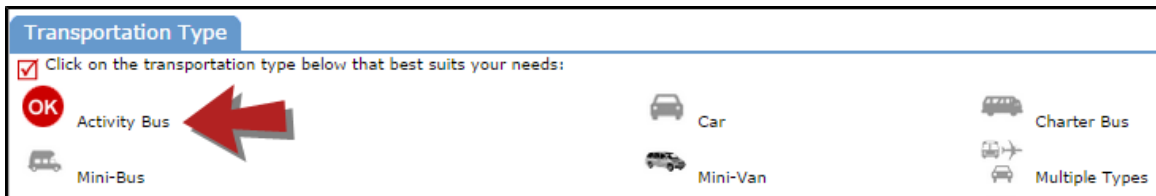


**Note: Any field marked with a red checkmark is a required field.*

- ii. The **Booked By** section will be filled in with your contact information according to how it was entered upon registration.
- iii. Enter the **Trip Name** and the **Trip Destination**.
- iv. Select your departing **Location** and the **Organization** taking the trip.
- v. Choose if your trip is **One Way** or **Round Trip**.
- vi. Select your trip **Departure and Return Dates and Times**.



- vii. Select the **Transportation Type** that is needed for your trip. Click on the icon next to the Transportation Type description to select it.



- viii. Enter the **Trip Contact** or **Yes, the 'Booked By' requester information is the same as the 'Trip Contact' information.**
- ix. **Number of Students** attending the trip (“0” if there will be no students attending).
- x. Optional -You can add additional information for the trip in the **Faculty, Supervising Adults, Educational Objective, and Special Needs and/or Trip Requirements** boxes.
 - The **Educational Objectives** field is a great place for additional information (such as whether multiple vehicles are needed), as it is easily seen by Administrators during the approval process
- xi. Once the trip request form is completed, enter the submittal **Password** of **T-So:son1998**.
- xii. Click on the **Submit Request** button.

c) My Request Tab

You can view any requests that you have entered into the system by clicking on the **My Requests** tab. Hover your mouse over the **Shortcuts** link and click on **My Trip Requests**. You will see a listing of any requests that you have entered into the system. You are also able to print out a listing of your requests by clicking on



the printer icon.

On the **My Trip Requests** page you will see up-to-date information on your requests including the current status, trip ID number, and total costs. You can search for any trip request by typing a key word into the **Search** box and clicking **GO**.

Search this results for: Show All Print This!

1 - 6 of total 6 listed First Previous Next Last

Trip ID	Status	Trip State	Trip Destination	Organization	Total Costs
Trip Name	Location	# Students	Package Name	Contact Name	Total Estimated Costs
Departure Date	Return Date	# Adults	Educational Objectives	Contact Phone	
Time	Drop Off Location	Attendees			
Pick Up Location					
180	Approved	Active	Des Moines	Drama	\$0.00
State Capital	ISU High School	75		sude dude	\$0.00
8/14/2015 9:00 AM	8/14/2015 3:00 PM	5	to gain an appreciation of the state's ...		
		80			
135	Approved	Active	Driver Test 3	Athletic Boosters Club	\$0.00
Driver Test 3	Chatham Central High School	10		Administrator Hayley	\$0.00
1/28/2013 3:00 AM	1/28/2013 7:00 PM	0		919-516-5164	
		10			

2) Signing a Vehicle Out

- a) Vehicle check out is available at Main Campus and Central.
- b) When checking out a vehicle the requestor goes to the School Dude Administrator for the campus, where the vehicle is located, and requests the keys.
- c) The School Dude Administrator verifies a request has been submitted and approved. Upon verification the requestor will receive the keys to the vehicle. If there is no request in SchoolDude, keys will not be given out.
- d) In case of an emergency, keys must be signed out and the SchoolDude Administrator will fill out a request. The person who signs out the keys is

responsible for the vehicle they take and should call with an update on an estimated time of return.

- e) Each vehicle is equipped with a log book, located under the passenger seat. The book contains log sheets, to be completed by the driver for each trip they take.
 - i. The driver must fill out the beginning and ending mileage, destination, and number of passengers for each trip.
 - ii. Turn the filled log pages into the Administrative Assistant for Administrative Services and Finance.
 - iii. This log book also contains information forms, including an accident report form.

3) Signing a Vehicle In

- a) Please be considerate of others and turn the vehicle in on time!
- b) The keys must be returned when the vehicle is logged in.
- c) No vehicle should be returned with less than 1/2 tank of fuel. If the vehicle is low on fuel, refuel it before returning it.
- d) Remove all trash and personal effects.
- e) Report any damage to the Director of Operations or to Administrative Services personnel upon return of the vehicle. Any damage or operational problems detected on vehicles will be assumed to have occurred while in use by the last person to have signed out that vehicle.
- f) Be sure to enter in the closing mileage in the vehicle's log book.

4) Class Field Trips (when a van is needed)

Please submit request a week in advance so arrangements can be made in a timely manner

- a) A Field Trip form must be filled out and approved by VP of Education or Designee
- b) Submit a SchoolDude request with a copy of approved Field Trip form. Please include a list of attending students.
- c) Return on time!

5) Obtaining Gas for a GSA Vehicle

- a) The GSA card is to be used for only gas and for only the vehicle to which it is assigned. (Note only the Director of Operations or Designee may use the card for other purposes authorized by GSA).
- b) To fuel up the vehicle, go to the Finance Office on the Central Campus, and request the fuel card for that specific vehicle.
 - i. Sign for the card.
 - ii. Fill up the vehicle using the card.

- iii. Make note of the mileage before fueling up, it is necessary to key the correct mileage into the pump in order to get gas.
 - iv. After fueling up, take the receipt and write the mileage on the back of the receipt.
 - v. Return the card to the Finance Office along with the receipt.
 - vi. Sign the card back in noting the date and the mileage of the vehicle at the most recent fill up.
- c) On a case by case basis it may be possible to check out the GSA card for longer periods, such as if the vehicle is used over a weekend, or for a long trip. The procedure will remain the same.
- i. Sign for the card.
 - ii. Fill up the vehicle using the card.
 - iii. Make note of the mileage before fueling up, it is necessary to key the correct mileage into the pump in order to get gas.
 - iv. After fueling up, take the receipt and write the mileage on the back of the receipt.
 - vii. When the trip is complete, return the card to the Finance Office along with all of the receipts.
 - viii. Sign the card back in noting the date and the mileage of the vehicle at the last filled up.
- d) Once the driver is at the gas station
- i. Use only unleaded gas for GSA vehicles
 - ii. The card is to be used only for gas and only for the specific vehicle. The gas card cannot be used to fill up gas cans, gas tools or other vehicles.
 - iii. Swipe the GSA card
 - iv. Key in the mileage of the vehicle
 - v. Key in the driver number, which is the six-digit number following the G on the bottom left of the card
 - vi. Fuel up the vehicle
 - vii. Take the receipt
 - viii. Write the mileage down on the back of the receipt and sign the receipt.
- 6) Obtaining gas for a non-GSA vehicle
- a) Non-GSA vehicles should be refueled at the Nation's motor pool using the blue plastic key attached to key ring. The blue key is the only key that can be used at the Nation Pumps
 - b) Steps, on filling up non GSA vehicles:
 - i. Make to put in correct mileage.
 - ii. Make sure to use the correct pin number.
 - iii. Do not fill up another vehicle's tank.
 - iv. Do not fill up gas cans at the Nation's pumps.
 - v. The Nation pumps do not give out receipts.
 - vi. Write down mileage and gallons on log sheet.