

MEMORANDUM

TO: ALL SUPERVISORS AND COLLEGE VEHICLE USERS

FROM: David B. Penoyer, Director of Business Services

DATE: June 20, 2008

RE: Rules and Procedures for Using College Vehicles

Attached is an updated list containing the rules and procedures for the use of College vehicles. If you have any questions, please call me at ext. 8770.

Thank you in advance for your anticipated cooperation.

Revised June 30, 2008

## RULES FOR THE USE OF MCHENRY COUNTY COLLEGE VEHICLES

1. All drivers must hold current and valid drivers' license and must be at least 21 years of age. Readable copies of all drivers' license must be submitted to the appropriate personnel in the Office of Business Services at least two weeks prior to the scheduled trip. If a copy of the driver's license is not received by the two week deadline, the van reservation(s) may be cancelled.
2. Passengers traveling in vans or mini-buses, for athletic events or field trips must meet the criteria listed below:
  - If an athletic team reserved the van/bus, all passengers must be team members, coaches or statisticians. Friends and relatives of coaches and/or students are **not** allowed to travel on MCC vans or mini-buses.
  - If the van/bus is reserved for a field trip, passengers must be instructors or students registered for the class. Friends and relatives of instructors and/or students are **not** allowed to travel on van or mini-buses.
3. All drivers must be employed by the College as either regular payroll employees or as contractual employees and paid out of departmental funds.
4. Effective August 1, 2005, **all** employees who reserve a 15-passenger mini-bus will be required to participate in a Hands-on orientation training. They need to make an appointment with Dave Penoyer at 815-455-8708.
5. Effective August 1, 2005, **all** employees who drive College vans and/or mini-buses will be required to sign a form indicating that they have read and will adhere to the "Rules and Procedures" for College vehicles.
6. Keys and completed checkout forms should be returned at the same time the vehicle is returned. If the Office of Business Services is closed, keys can be deposited in the drop box outside the Office of Room A248 or left with Security. If the keys are not returned within 3 days, a \$20.00 fee for the mini-buses and the 12 passenger van **will** be charged to the appropriate Departmental account.
7. All vehicles must be cleaned inside upon return: personal belongings and garbage (e.g., fast food bags, pop cans and cups, sandwich bags, etc.) removed. Failure to return the vans in a clean condition could result in the user's appropriate Department account being charged for the man-hours necessary to clean the vehicle.

8. The person in charge of the trip (e.g., coach or instructor) is responsible for internal vandalism to the vehicle. If the vehicle is vandalized by a person, or persons using the vehicle (e.g., kicked in vents, ripped off arm rests), the appropriate Department account for the group(s) using the vehicle could be charged for necessary repairs.
9. Personal use of College vehicles is prohibited.
10. For safety and liability reasons, *all passengers and drivers must* fasten their seat belts. It is the driver's responsibility to ensure that all passengers are buckled in before and during the trip.
11. Smoking and/or chewing tobacco in College vehicles is prohibited.
12. To reserve the twelve passenger van, a minimum of four people, including the driver is required. To reserve the mini-bus, there must be a minimum of 5 people, including the driver. The van and mini-bus will not be reserved for less than the minimum number of people listed above unless used for cargo pickup or delivery.
13. Absolutely no alcoholic beverages or intoxicants of any kind are allowed in any of the College vehicles.
14. Reservations for College vehicles should be submitted at least one week prior to the scheduled event. Reservations are on a first come, first serve basis.
15. Van/mini-buses do not fit into most parking garages.

TIME AND CHARGES NECESSARY FOR CLEAN –UP AND REPAIRS WILL BE DETERMINED BY THE APPROPRIATE MAINTENANCE PERSONNEL.

**I have read and agree to adhere to the Rules and Procedures for McHenry County College vehicle usage.**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME (PRINTED)

\_\_\_\_\_  
NAME (SIGNATURE)

## PROCEDURES FOR VEHICLE USE

1. All vehicle requests must be submitted to the Office of Business Services.
2. College vehicles will be parked in the "D" Building Parking lot by the greenhouse. The 12 passenger van will be parked outside "A" Building Gymnasium. The parking slots will be identified with College vehicle parking signs. Vehicles are to be parked in the same area when returned.
3. Any accidents or vandalism must be reported immediately upon occurrence, or upon return of the vehicle, to the Director of Business Services at 815-455-8770, as well as to the driver's supervisor.
4. The insurance card and driver's manual is located in the center console of each mini-bus and van. In the event of an accident, or vehicle problem, the Road Assistance 24 hour number is also located in the center console. The primary consideration is always the safety of the students.
5. Driver(s) should make visual safety check of vehicles(s) before leaving campus (e.g., lights, turn signals, brakes).
6. The Business Services' personnel are responsible for assigning specific vehicles to MCC employees requesting vehicles.
7. If any driver is involved in an accident with on the College's vehicles, their driving privileges will be suspended until an accident investigation is concluded.

David B. Penoyer  
Director of Business Services

