

**Policy Number:** 02.061

**Policy Title:** Operation of Vehicles

**Policy Type:** Employee Handbook

**Governing Body:** Senior Leadership Team

**Date of Current Revision or Creation:** September 2014

## **Operation of Vehicles**

All employees authorized to drive College-owned or leased vehicles or personal vehicles in conducting College business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

A valid driver's license must be in your possession while operating a vehicle off or on-campus property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Firm-owned or leased vehicles may be used only as authorized by management.