



RESERVATION AND USE OF STATE VEHICLES

PPCC provides state vehicles to college personnel for business related travel. Driver's must be an employee of the state, have a valid driver's license, proof of insurance and have been approved by Human Resources to drive a state vehicle. The following vehicles are managed by *Facilities & Operations* and are available to reserve on a first-come, first-served basis.

VEHICLE	RATE PER MILE *	SEATING CAPACITY	4 WD	OTHER
Jeep Liberty #32	.45	5	X	

* Rates subject to change

The "rate per mile" includes all costs incurred for vehicle's usage, to include fuel, maintenance and insurance. Charges are assessed based on the number of miles driven and then charged to department/division's budget.

Steps to reserving and using a state vehicle managed by Facilities

- 1.) Call Facilities at 719-502-2800 to reserve the vehicle needed for your travel
 - a. Provide name(s) of the employee(s) who will be driving the vehicle.
 - b. A copy of a **valid** driver's license must be on file for all drivers of state vehicles. If a copy is not on file, driver(s) will need to provide original license to Facilities prior to departure - so a copy can be made.
 - c. Provide date & time of departure & return, along with destination, department/division and budget account number where mileage will be charged.
 - d. Arrange for a date and time to pick up and return keys.
- 2.) Facilities will help preparing a *Trip Transit Form* that will be given to driver when keys are picked up. Driver is responsible for confirming information on the form is correct and for recording the beginning odometer reading on the form prior to leaving campus.
- 3.) Upon returning to campus, driver will record the ending odometer reading and turn in the keys along with the completed *Trip Transit Form* to Facilities. In the event return is outside regular business hours, form and keys can be turned into Key Return Box by B229. **Driver is responsible for communicating this information to Facilities, via email at Facilities.PPCC@ppcc.edu, or leave a voicemail at 719-502-2800.**
- 4.) Mileage will be charged to the department/division at end of the month through a Journal Entry.

It is the Driver's Responsibility to:

- perform a quick vehicle inspection to confirm lights, blinkers, wipers, mirrors, etc. are working properly. Refer to "Vehicle Pre-Trip Inspection Form" for more information,
- wear seat belts and assure all passengers are wearing seat belts while vehicle is operating
- enforce state's "no smoking" in a state vehicle policy
- return vehicle in the same condition it was received, to include cleaning out all trash and personal belongings
- report any problems and/or damage to vehicle
- locate vehicle's "blue zipper bag" and become familiar with it contents, to include: Vehicle Operator's manual, insurance, fuel card, accident report and emergency information.



The following vehicles are managed by **Student's Life**. Please contact the Fitness Center directly at 719-502- 2555 for more information or to reserve the following state vehicles:

VEHICLE	RATE PER MILE	SEATING CAPACITY	4 WD	OTHER
Ford Expedition #112	.55	8	X	Lift, hitch
Ford Expedition #113	.55	8	X	Lift, hitch

** PPCC has vehicle rental agreements, with Avis and Enterprise, in the event the above vehicles are not available or do not meet your travel needs.*

FREQUENTLY ASKED QUESTIONS

- Q. Can my spouse ride in a state vehicle with me? Can he/she drive if I get tired? Can he/she drive if they are also a state employee, on an official business trip? Can the kids come along?
- A. No, No, Yes and No. Only authorized persons are allowed in state vehicles, and this does not include spouses or children. If the spouse is also a state employee on state business, they can ride with you and/or drive (providing they were a designated driver and have provided a copy of their valid driver's license).
- Q. If a non-state employee is attending the same meeting that I am for state business, can they ride in the state vehicle with me?
- A. Yes, as long as they are traveling on state business and are listed on the travel paperwork.
- Q. I am picking up a state vehicle tonight for a trip tomorrow and am parking the state vehicle at my residence. Is this okay?
- A. Yes, it's okay to pick up the vehicle early as long as vehicle is only used for state business.
- Q. What happens if I am injured while driving a state vehicle?
- A. Employees injured in a state vehicle, while traveling on state business, are covered under Worker's Compensation (provided the proper travel paperwork has been filed).
- Q. I am driving my own vehicle on state business. Does the state pay my collision damages if I get in an accident?
- A. No, the state only pays mileage. Drivers are expected to insure their own vehicle.
- Q. I received a ticket while driving a state vehicle on state business. Is the state responsible for payment of the ticket and any associated violation?
- A. No, the driver is fully responsible for any citation while driving a state vehicle (i.e. speeding and parking violations, no seat belt...).