

CHAPTER:	Transportation to College Events	DATE ADOPTED	NUMBER
ADMINISTRATION		August 10, 1999	214
SYNOPSIS:			
1	General Policy		
2	College-Owned Vehicles		
3	Non-College-Owned Vehicles		
1	<p>General Policy: It shall be the policy of the Board that basic transportation will be provided to student and employee participants to and from authorized College events. Authorized transportation will include contracted transportation, private vehicles, and College-owned vehicles. The choice of transportation mode shall be administrative and shall be based on cost, availability, size of group, distance to travel, and length of time for the trip. Mode of transportation must be approved prior to said event.</p>		
2	<p>College-Owned Vehicles: Both College employees and students shall be permitted to drive College-owned vehicles as long as proper authorization is granted and as long as reasonable procedures are followed. A regular driver's license will suffice unless otherwise required by state or federal statutes. These guidelines will apply to both College-owned and non-College owned vehicles.</p>		
3	<p>Non-College-Owned Vehicles: In the event private vehicles are authorized for use, the driver will be serving as an agent of the College during the trip. Authorized trip expenses will be reimbursed according to policy in force.</p> <p>Each authorized driver is to have insurance coverage in the following amounts prior to departure: 100,000/300,000 or \$300,000 single limit bodily injury and \$50,000 property damage. Evidence of such coverage may be requested.</p>		