



Policy No. 4-7

Subject: College Owned and Pool Vehicles

Last Revised: 07/03/2023

Historical Status:

Division	Policy Manager	Administrative Supervisor	Reference
Finance and Campus Operations	Campus Police	Vice President of Financial and Administrative Services	

I. POLICY

Virginia Highlands Community College (VHCC) owned and assigned fleet vehicles are to be operated in accordance with the policies and procedures of Virginia Highlands Community College, the Commonwealth of Virginia, the Office of Fleet Management, and the laws of the jurisdiction in which the vehicle is being driven.

II. PERTINENT INFORMATION

- A. This policy applies to all VHCC employees who operate any College-owned or pool vehicle on either public or private property for College business.
- B. This policy does not apply to specific public safety related requirements that govern Police and Emergency Management use of vehicles.

III. DEFINITIONS

- A. Driver: an employee of the College authorized to drive a College owned or pool vehicle.
- B. College-owned vehicles: any motor vehicle or trailer licensed for highway use, owned or leased by VHCC.
- C. Pool Vehicle: vehicle that VHCC leases from the Commonwealth of Virginia’s Office of Fleet Management Services (OFMS) to supplement the College-owned fleet.

IV. GENERAL GUIDELINES

- A. College owned and assigned pool vehicles must be used for official College business. Drivers of VHCC vehicles represent the College, the Commonwealth, and their public image. The College requires drivers to practice safe driving habits and driving courtesy.
- B. Noncompliance with this policy may result in a loss of privileges regarding the use of College owned vehicles and disciplinary action up to and including

termination.

- C. Drivers must be a VHCC employee with a valid driver's license for the type of vehicle being operated.
- D. Drivers must read and understand the VHCC Driver Responsibility Agreement; acceptance of vehicles keys serves as an acknowledgement of this responsibility prior to driving any state vehicle.
- E. Drivers must be familiar with the driving rules and regulations as described in the Virginia Department of Motor Vehicles' Virginia Driver's Manual.

DELEGATION OF AUTHORITY

- A. The College President has the authority and delegates to the Vice President of Finance and Administration the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

V. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

- A. [VHCC Driver Responsibility Agreement](#)
- B. [DGS Policies and Procedures Manual](#)
- C. [VHCC Pool Reservation Procedure](#)
- D. [Pool Vehicle Reserve - Home \(sharepoint.com\)](#)

VI. OPERATING REQUIREMENTS

- A. Reservation requests shall be submitted online through the VHCC Pool Vehicle Reserve at [Pool Vehicle Reserve - Home \(sharepoint.com\)](#).
- B. Please refer to the VHCC Pool Vehicle Reservation Procedure at [VHCC Pool Reservation Procedure](#).