



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 3016 TRANSPORTATION

College-owned vehicles are available to any College employee for the sole purpose of providing transportation for employees and students who must travel to perform official College business. College-owned vehicles shall not be used for personal use.

Each College vehicle driver must be a College employee with a valid State of Oklahoma driver's license. Motor vehicle regulations must be observed while operating a College vehicle; citations received while operating a College vehicle are the sole responsibility of the driver. Smoking is prohibited in College vehicles. Fuel service can be obtained from approved fuel service locations.

Reimbursement for mileage traveled in a private vehicle when College transportation is unavailable may be claimed by picking up a copy of the Vehicle Request form from the Material Control Department. This form will be marked in the appropriate space and signed by a Material Control employee indicating that transportation was not available. The odometer reading of the private vehicle should be recorded upon leaving and returning. Reimbursement for use of personal transportation may not normally be approved for College business if a College vehicle is available.

Each College vehicle is equipped with a wireless telephone for emergency use. Instructions for using the phone are supplied along with the vehicle key. No personal calls are to be placed using College vehicle telephones. A charge to the accounting unit using the vehicle will be made when non-emergency College business calls are placed.

Applicable Laws: 74 O.S. Supp. 1989 § 500.4
63 O.S. Supp. 1989 § 1-1521

Revised Date: 08-20-2001