



As the current vehicles are replaced we will consider acquiring hybrid or alternative fuel vehicles, where practicable.

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When a vehicle is determined by the Fleet manager to meet the criteria for disposal and the vehicle is not being used as a trade in, a description with all specifications of the vehicle will be distributed to the Fleet managers at all other VSC colleges and separate organizations. These Fleet managers will be given the right of first refusal on a first come first served basis. If the subject vehicle is not traded in on a new vehicle or transferred to another VSC college, the Fleet manager may the dispose of the vehicle outside of the VSC using the method most beneficial to the owner.

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When a vehicle is unsafe and/or uneconomical to operate, and the estimated repair costs exceed fifty percent (50%) of the current bluebook value of the vehicle, the vehicle should be replaced. Replacement goals may be extended if the vehicle is safe and reliable.

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Unless a vehicle is assigned to an individual, the use of college owned and leased vehicles are restricted to official use only. In certain circumstances, unassigned college owned or leased vehicles may be taken to employees homes when approved by the College President or their designee.

Out-of-state travel is permitted provided it is approved by the College President or designee.

Unless specifically authorized in writing by the Chancellor or College President or designee,

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A trip log must be maintained for all travel in each unassigned college owned or leased vehicle. The log must be turned in monthly to the Fleet Manager by all college owned or leased vehicle drivers. The Fleet manager will also insure that all required Department of Transportation (DOT) logs are maintained. Assigned vehicles will submit reports as directed by the college.