

AUTHORIZED USE OF WESTERN DAKOTA TECHNICAL COLLEGE VEHICLES

I. Purpose

The purpose of the policy is to ensure that all Western Dakota Technical College (WDTA) vehicles are used appropriately.

II. General Statement of Policy

- A. The policy of WDTA is that program vehicles, maintenance vehicles, and fleet vehicles shall only be used by authorized drivers. Authorized drivers of WDTA vehicles that are operated off campus will be required to provide a copy of their valid driver's license to their academic program (students) or to Human Resources (employees). The WDTA liability insurance carrier will review each driver's history annually and on a periodic basis.

III. Definitions

- A. Program vehicles are vehicles used in academic programs for educational purposes; examples include the ambulance for the paramedic program, law enforcement vehicles for the criminal justice program, vehicles for the auto tech program, and semitrucks for the professional truck driving program.
- B. Maintenance vehicles are vehicles primarily used by maintenance staff in their day-to-day operations, and may also be used for College-related business.
- C. Fleet vehicles are available for travel and other College-related business.
- D. Authorized drivers are WDTA students and employees who have been cleared by WDTA's insurance carrier.

- IV. Reporting Procedures** – Documentation required by the insurance carrier will be submitted by the Business Office to the carrier annually and as needed.

V. Dissemination of Policy and Training

- A. This policy shall appear on the Western Dakota Technical College website.

Legal References: None

Board Approved 3/19/2018; Committee Reviewed 4/15/2020; Committee Reviewed 8/26/2021; Committee Reviewed 7/26/2023