



ISTC Vehicle Reservation Procedures for Employees

For liability and cost effectiveness reasons, the college requires all faculty and staff to use fleet vehicles for traveling on official state business. If a state vehicle is not available, the employee must request permission to use their personal vehicle and be reimbursed for mileage.

Only approved Ingram employees are eligible to drive fleet vehicles. Only state employees or approved volunteers are permitted as passengers in fleet vehicles.

All drivers who plan on driving any college vehicle as part of college business must complete the Driving Record Request and supply a front and back copy of their driver's license. This must occur before an employee is given permission to use state vehicles. Please contact Brannon Lentz at (334) 514-8607 for guidance regarding the Driving Record Request.

Once the employee has been approved to drive, a vehicle reservation can be made with the Administrative Professional at the Front Desk of your duty station.

We would like to take this opportunity to remind all travelers of the guidelines for the use of college vehicles.

- A. College vehicles are available for traveling on official business only. Vehicles are issued on a first come, first served basis. Departments and employees should anticipate their needs in advance and make early reservations. Sharing a vehicle is strongly encouraged for employees traveling to the same destination.
- B. A copy of approved travel orders must be on file with the Front Desk before keys will be handed out. Travel orders must be submitted at least five (5) working days in advance of the date of travel, but no earlier than 90 days before the date needed. Travel in excess of 200 miles one-way must be signed for by the appropriate dean in addition to the immediate supervisor. Trips of less than 50 miles may get bumped for trips of longer distances.
- C. Car keys and vehicle packets can be picked up from the Front Desk between 7 am and 3 pm, Monday through Friday.
- D. Upon return, the packet containing the ignition key, vehicle use record, and gasoline charge card must be returned to the Front Desk. It is important that the traveler return the vehicle in reasonably clean condition.
- E. All difficulties with the vehicle, however slight, should be reported on the vehicle use record immediately upon your return.

Important Information

- Operation of State Vehicles must be in full compliance with all Alabama State laws.
- Smoking in State Vehicles is prohibited.
- Driving under the influence of drugs/alcohol is prohibited.

- Possession and/or use of alcohol, illegal drugs, or other intoxicating substances in a State Vehicle are strictly forbidden.
- Use of cellular phones, blackberries, and other electronic communication devices without a hands-free adapter is prohibited.
- Travelers that violate the posted speed limit will be subject to a warning notice, suspension, or revocation of privileges.
- ISTC is not responsible for any traffic or parking tickets.

Fueling

The college uses the WEX card to purchase fuel. It is the responsibility of the driver to make sure the tank is full upon return.

Please be aware of the following important state and college requirements prior to using the vehicle fuel card.

- Only regular unleaded fuel may be purchased.
- Each fuel card can only be used to purchase to fuel for the vehicle to which it is assigned.
- All gas receipts must be turned in with the vehicle packet.
- Personal use of fuel is strictly prohibited.

Fueling instructions are available in the vehicle packet.

Breakdown Procedures

In the event of a mechanical failure, please contact Mark Matthews (334) 303-9440 or Brannon Lentz (334) 514-8607 for instructions.

If a problem occurs outside office hours, it is your responsibility to ensure the vehicle is secured in a safe area while waiting for further instructions.

Reporting an Accident

Call for medical assistance immediately if an accident results in any injuries.

Notify the proper law enforcement agency for **ALL** incidents involving a fleet vehicle.

An accident report must be completed at the scene by a law enforcement officer and forwarded to the college Business Office.

If you have any questions on vehicle reservations, please call the Front Desk (334) 290-3240. Questions regarding reimbursement for mileage, travel expenses, or accident reports should be directed to the Business Office (334) 514-4053.

***FAILURE TO COMPLY WITH ANY COLLEGE FLEET POLICIES
MAY RESULT IN SUSPENSION OF TRAVEL PRIVILEGE.***