

<b>Policy: Vehicle Maintenance &amp; Key Control</b>	<b>Number: 506.01</b>
<b>Date Revised: 09-01-17</b>	<b>Supersedes: L-02</b>
<b>Cross Reference: N/A</b>	<b>Issued: 09-01-81</b>

All vehicles belonging to Ingram State Technical College will be placed on a maintenance schedule as established by the Dean of Administration and the Coordinator of Transportation and Facility Projects. All bus drivers and other employees, who may drive a College vehicle during the course of their regular duties, will be provided written notification of their respective duties and responsibilities with regard to vehicle maintenance.

Employees of Ingram State Technical College are directed to ensure the security of ignition keys of any vehicle located on any ISTC campus or other facility. Specifically, the following steps will be taken:

- a. Vehicles undergoing repair inside College facilities are to be restricted to their designated areas and are not to be moved out of that area unless driven by an employee or the vehicle's owner.
- b. When vehicles are brought to a shop for live work, the instructor shall secure the ignition keys. Lock boxes will be provided where necessary.
- c. All employees are directed to secure the keys to their personal vehicles and to ensure that students do not gain access to vehicles or keys. Appropriate use of employee locker boxes should be utilized if/when possible.

All employees are required to take appropriate actions to ensure vehicle security. Therefore, any violation of the above policy which is not immediately corrected upon being brought to the attention of the appropriate instructor or administrator shall be reported to the President.