EvCC2120: MOTOR POOL POLICY
Original Date: October 1998
Revision Date: August 8, 2012
Policy Contact: Vice President of College Services

POLICY
Activities, scholastic endeavors and related events may require the use of motor pool vehicles at or for Everett Community College. In accordance with the State Administrative & Accounting Manual, the College requires this policy to be followed when motor pool vehicles are used.

ELIGIBLE DRIVERS
Only authorized employees or students of Everett Community College may drive motor pool vehicles. Each driver must possess a license valid under Washington state law.

PASSENGERS
Persons, other than College employees or students, who are involved with the purpose of the trip may ride in College cars, but may not share in the driving.

USE
Motor pool vehicles are provided official College business. Use of motor pool vehicles for personal business is absolutely prohibited. The driver must have the keys with he or she at all times. Should the vehicle be stolen, the driver will be asked to produce the keys. If the driver cannot produce the keys, insurance may not compensate the College for its loss.

INSURANCE
Everett Community College participates in state of Washington self-insured liability insurance coverage on all vehicles. The College does not carry collision insurance. When a personal vehicle is used for College business (which is not encouraged), the driver's personal insurance is prime.

RELEVANT LAWS AND OTHER RELATED INFORMATION
State Administrative & Accounting Manual

REVISION HISTORY
Original Date: October 1998
Revision Date: August 8, 2012
Last Review Date: August 8, 2012

APPROVED BY
President’s Staff