



AP 6530 RCC Vehicles

References:

AP 6330 Purchasing
AP 6550 Disposal of Property

Purpose

The purpose of this procedure is to provide information governing the purchase, operation, maintenance, and disposal of college-owned vehicles as mandated by Rogue Community College (RCC). This procedure further outlines the safe, legal, and responsible use of vehicles owned or operated by RCC.

Responsibilities

The Director of Risk Management serves as the Fleet Manager for the college.

Vehicle Management, Inventory and Tracking

The Director of Risk Management will maintain an ongoing list of all vehicles purchased or donated to RCC. The list is updated once a vehicle is sold or otherwise disposed of. A copy of the list is provided to all applicable managers every month for verification.

RCC will not purchase or accept vehicles for donation from outside the State of Oregon.

RCC vehicles are, in most cases, assigned to individual college departments. The individual in charge of that department is responsible for controlling access to and use of all department vehicles.

All college vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.

RCC does not approve the use of take-home vehicles by college employees except after review by Risk Management and with the permission of the College President.

RCC does not allow personal-owned vehicles to tow trailers owned by RCC. Only RCC-owned vehicles or RCC rented vehicles properly equipped for towing may tow RCC-owned trailers.

Vehicle Acquisition



The decision to acquire a vehicle is made by the requesting department, in collaboration with the Director of Risk Management, Director of Contracts and Procurement, and the supervising Dean or Director of the department.

Before a vehicle is purchased or accepted through the donation process, the Director of Risk Management will work with the requesting department and the Director of Contracts and Procurement to determine whether or not a vehicle in the current RCC inventory would be available for the requesting departments use. The Director of Risk Management will work with the requesting department to determine if the vehicle is an additional vehicle or a replacement vehicle.

Purchase

The Contracts and Procurement Department is responsible for the actual purchase of all vehicles per AP 6330 Purchasing and for attaching an asset tag to the vehicle if required based on vehicle value.

As part of the purchase process, the Contracts and Procurement Department will verify that the seller will process all DMV paperwork as part of the sale. If the vehicle is purchased from an individual, all DMV paperwork will be completed by Risk Management.

Donation

The RCC Foundation must process all vehicles donations. The RCC Foundation will not accept a vehicle for donation without prior approval from the Director of Risk Management, the Director of Contracts and Procurement, and the Dean or Director that oversees the individual department where the vehicle will be assigned.

Not all vehicles that are available for donation should be accepted. A donated vehicle must have either financial or instructional value to RCC before it is accepted.

The Contracts and Procurement Department is responsible for attaching an asset tag to the vehicle if required based on vehicle value.

Risk Management will complete all DMV paperwork for vehicle donations.

Vehicle Titles

The Director of Risk Management will maintain all vehicle titles. The Director of Risk Management is responsible for completing all necessary paperwork to



transfer ownership of the vehicle from the previous owner to RCC unless the seller completed the paperwork as part of the sales process.

Trailer Titles

Light trailers have a loaded weight of 8,000 pounds or less, except trailers for hire (for-rent), travel trailers, fixed loads, and special-use trailers. RCC does not have to title or register trailers with a loaded weight of 1,800 pounds or less.

Heavy trailers have a loaded weight of over 8,000 pounds. Travel trailers, fixed loads, and special-use trailers cannot be heavy trailers. RCC must pull a heavy trailer with a vehicle registered by weight. If the RCC vehicle has passenger registration, we can:

Buy a Registration Weight Trip Permit; or
Register the vehicle with Truck plates.

Vehicle License Plates

All vehicles owned by RCC are assigned a State of Oregon exempt license plate.

Vehicle Registration

Risk Management will maintain copies of all vehicle registrations. The original vehicle registration is placed in the vehicle.

Vehicle Insurance Cards

The Risk Management Department will notify the college's insurance carrier that an insurance card is required. Once the insurance card arrives, it will be provided to the department and must be in the vehicle at all times.

Marking of College-owned Vehicles

All vehicles owned by RCC are allowed to have an RCC decal on both sides of the vehicle at the discretion of the Dean or Director of the department.

Internal Transfer of a Vehicle

Vehicles may be transferred between departments if the overall need of the college shifts during ongoing operations. Vehicle assets may be re-assigned based upon several factors, including, but not limited to, the college's desire to achieve efficiency and to maximize the use of vehicle assets.



In accordance, the college strives to maintain accurate records. The following procedure must be followed:

The college department that currently possesses the vehicle should notify the Director of Risk Management that a vehicle transfer request was received.

If the vehicle transfer request is approved by the Director of Risk Management and the Dean or Director of the initiating and receiving departments, the Director of Risk Management will document the transfer and notify the Contracts and Procurement Department so the location of the asset tag can be updated.

Vehicle Disposal (Sale or Surplus)

The decision to dispose of a vehicle is made by the department where the vehicle is assigned, in collaboration with the Director of Risk Management, the Director of Contracts and Procurement, the Director of the Business Office, and the supervising Dean or Director of the department.

The Director of Risk Management will verify the vehicle's title is available and remove the vehicle's Oregon exempt plates if applicable.

The Director of the Business Office will verify whether or not the vehicle is connected to grant funding and what implications the grant funding has for the disposal of the vehicle.

Before a vehicle is reviewed for potential surplus or sale, the Director of Risk Management will contact the Automotive Department to see if the vehicle can be used for instructional purposes in that department.

In the event, the Director of Risk Management determines that a vehicle is no longer serviceable due to age, mileage, or the repairs far exceed the value of the vehicle; the vehicle will be transferred to the Contracts and Procurement Department for sale or surplus per AP 6550 Disposal of Property.

In general, most vehicles should be replaced when they reach 100,000 miles. However, there may be circumstances in which vehicles may be replaced sooner (such as excessive maintenance or repair costs) or retained longer (such as unusually low maintenance costs). The Director of Risk Management may make this determination on a case-by-case basis in coordination with the Dean or Director of the department that the vehicle is assigned to.



The Director of Risk Management will be responsible for completing all necessary paperwork to update the Oregon DMV regarding the sale or disposal of the vehicle. The Risk Management Department will also cancel the vehicle insurance once the vehicle is no longer in college possession.

Authorized Vehicle Use

Employees approved for limited use of RCC vehicles may transport adult passengers in RCC vehicles only if the transportation is related to RCC business.

Employees approved for limited use of RCC vehicles may not transport minor passengers for any purpose except where:

- The vehicle is intended to transport minors in RCC programs.

- The Vice President of Academic Affairs or the Vice President of Student Affairs approves the transportation of minor passengers in writing in advance of the transportation.

Vehicles are authorized only for use in the performance of all essential travel duties related to the completion of RCC business.

Following are examples of authorized use:

- Travel between the place where the vehicle is stored and the place where the official business will be performed.

- When on official business travel between the place of RCC business and the place of temporary lodging.

- When on official business travel and not within reasonable walking distance between either of the above places and:

 - Places to obtain meals

 - Places to obtain medical assistance, including drug store

- Transport of other employees or guests of RCC when conducting official RCC business.

- Transport of consultants, contractors, or vendors when such transport is in the direct interest of RCC.



Transport of materials, supplies, parcels, or other items belonging to or serving the interests of RCC.

Travel between the place where the vehicle is stored or place of performance of RCC business and a personal residence, when specifically authorized and approved by the College President.

Unauthorized Vehicle Use

Any use for personal purposes.

Travel or tasks which are beyond the vehicles rated capability.

Transport of family, friends, associates or other persons who are not employees, students or other college related business with Rogue Community College.

Transport of hitchhikers.

Transport of cargo with no relation to the performance of official RCC operations.

Transport of hazardous materials such as acids, explosives, weapons, ammunitions, highly flammable materials, except as authorized by the Director of Risk Management.

Transport of any item or equipment projecting from the side, front or rear of the vehicle in a way that constitutes an obstruction to safe driving or a hazard to pedestrians or to other vehicles. An exemption can be granted if the items or equipment are properly flagged.

Extended length of time the vehicle is in your possession beyond that which is required to complete the official purpose of the trip.

To transport any unlawful political campaign literature or to engage in soliciting votes or to transport any person or persons soliciting votes in any election or primary.

The placement of bumper stickers or other placards containing commercial advertising is prohibited. This includes any form of markings that could be construed as political in nature, such as the names of elected officials, agency heads, etc.



Smoking is prohibited in all RCC vehicles. Vehicle operators are also responsible to ensure that no passengers are allowed to smoke in a vehicle they are operating.

Personal property (i.e. CB radio, stereo components, etc.) shall not be permanently attached to an RCC vehicle.

Vehicle Inspections and Log

The department where a vehicle is assigned is responsible for completing a vehicle inspection before each use. The purpose of the vehicle inspection is to:

- Maintain the integrity of college assets,

- Ensure vehicle is in proper mechanical order,

- Document any damage or needed repairs,

- Uphold the public image of the college,

- Ensure the vehicle has the necessary vehicle registration card and insurance card.

The department where a vehicle is assigned is responsible for completing a vehicle mileage log each time an RCC vehicle is driven off-campus. Departments should forward all mileage logs and vehicle inspection logs to the Director of Risk Management monthly. If a hazard or damage is noted on the vehicle inspection log, the Director of Risk Management will be notified immediately to determine if the vehicle needs to be removed from service.

Vehicle Fuel

Unless expressly prohibited by manufacturer warranty or recommendations, all RCC vehicles operating on gasoline shall use regular unleaded gasoline. Higher octane blends (marketed as premium, super-unleaded, plus, etc.) reportedly offer no proven benefit and are prohibited for use in RCC vehicles, except as noted on manufacturer instructions. Some vehicles, including some new vehicles, are intended only to use regular unleaded gasoline, and using higher octane blends can cause damage to the vehicle.

Use of alternative fuels. Vehicles capable of using alternative fuels will use them exclusively except in some instances specified below:



Where and when the alternative fuel is not available;

The range of the alternative fuel is insufficient to complete a round trip, in which case the alternative fuel shall be used until exhausted, with conventional gasoline or diesel fuel as determined by the manufacturer, used only to complete the trip or until the alternative fuel is available;

When the alternative fuel costs more than conventional gasoline or diesel; when conversion equipment is not working or is unsafe to operate, in which case timely repairs or inspections shall be made so that the vehicle may continue to operate on the alternative fuel; and

When operating exclusively on alternative fuel is contrary to the vehicle manufacturer or alternative fuel conversion equipment vendor recommendations.

The RCC Contracts and Procurement Department maintains a fleet fuel account and issues permanent fuel cards to departments as needed.

RCC Facilities maintains an on-campus fuel capability for vehicles assigned to the Facilities Department.

Vehicle Accident Reporting

RCC considers the elimination of motor vehicle accidents a top priority. All vehicle accidents must be reported to the Director of Risk Management. The Risk Management Department investigates all motor vehicle accidents involving vehicles owned or operated by RCC. As part of the investigation process, the Risk Management Department will determine whether the accident was preventable and what type of remedial training is required. The Risk Management department will maintain all motor vehicle accident records.

Vehicle Towing

RCC maintains an existing agreement with Dicks Towing for Jackson County and with Caveman Towing for Josephine County. If an RCC-owned or rented vehicle needs to be towed, you will need to contact one of the companies listed above. If an RCC-owned or rented vehicle is outside Josephine or Jackson County and needs to be towed, the Department will need to contact Risk Management to coordinate.

Vehicle Maintenance and Maintenance Records



The actual maintenance of all vehicles is the responsibility of the department where the vehicle is assigned based on manufacture and warranty specifications.

Individual departments are responsible for documenting and tracking all vehicle maintenance, whether the maintenance or repairs will be performed by an RCC department or 3rd party vendor. This includes records of all oil changes, tires, tire rotation, manufacturer service interval maintenance, etc.

Risk Management is responsible for **verifying** that all preventative maintenance and repairs are completed based on the recommendations of the vehicle manufacture.

RCC utilizes a fleet management software program for the tracking of all vehicle maintenance and warranty documentation.

Risk Management maintains a list of approved repair facilities. A department has the option of choosing from any of the authorized repair facilities.

The RCC Automotive and Diesel department is authorized to do **minor work** such as oil changes in addition to approved repair facilities.

Vehicle Recall Notice: Risk Management will notify departments when the college receives a vehicle recall notice. Departments will be responsible for scheduling the work with the dealers authorized to perform the recall work. Once the work is completed, the documentation will be forwarded back to the Risk Management Department.

Rescinds: AP-109b

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