

TITLE:	State Vehicle Use Policy		
EFFECTIVE DATE:	May 6, 2009		
LAST REVISION:	Initial	Policy No.	Draft

Policy Statement

The basic rationale underlying all Sowela travel regulations is that we should incur the lowest practical and reasonable expense while completing the travel in an efficient and timely manner. Persons traveling on Sowela business have the duty to exercise care to avoid impropriety, or even the appearance of impropriety, in any travel expense. Reimbursement is allowed for ordinary and necessary traveling expenses incurred by an employee while away from home in the conduct of Sowela business. All travel will be in state vehicles if at all possible.

Sowela Vehicle – Your first option for travel purposes – A travel request approved by your supervisor must be submitted for all travel away from campus. A Vehicle Request Form must be approved by your supervisor and the Director of Facilities before the vehicle can be picked up. The Sowela credit card should be used to purchase fuel. Failure to return a vehicle at the end of the scheduled period, without reasonable cause, may result in denial of future use. Users of vehicles are expected to exercise reasonable care and maintain the auto in neat conditions. Cold drink cans, bottles, paper cups, paper plates, etc. should be removed from the vehicle before it is returned to the car pool. Failure to do so may result in a clean-up charge. Departments or individuals who abuse the privilege of using a Sowela vehicle may be denied the use of a car in the future. All drivers of state vehicles must attend a Louisiana safe driver course and thereafter must attend a refresher course at least once every four years unless their class of license requires other training or testing. Employees may operate only those vehicles for which they are licensed. Unauthorized persons are not allowed in the vehicles. Students can accompany instructors only if they complete the State Indemnification form. Sowela will not reimburse costs associated with the travel of spouses of employees. Further, the University assumes no liability or responsibility for travel of spouses. Current policy and procedure concerning travel regulations must be followed. Updated regulations are available at www.doa.louisiana.gov/osp/travel/travel. Requests for travel should be received in the Human Resources Department at least 2 weeks prior to the in-state travel, 30 days prior to out-of-state travel.

Employee must adhere to the following guidelines:

- Must have taken the ORM (Office of Risk Management) Defensive Driving course and have a DA-1041 on file with photocopy of current driver’s license.
- Possess current vehicle liability and comprehensive insurance; or, if driving on behalf of an Sowela, that Sowela possesses current liability insurance sufficient to cover the risks associated with the use of the vehicle;
- Have not been convicted of any DUI or other major traffic offense (not including moving violations or minor citations), or had a suspension or revocation of drivers license within three years prior to the date of use.
- Must be in sufficiently good physical condition to operate the vehicle in a safe manner and comply with emergency protocols;
- Will adhere to all speed limits, traffic laws, and other applicable laws while operating the vehicle;
- Will hold the Sowela Technical Community College and the State of Louisiana harmless from any and all liability for any claims or damages arising out of the Sowela’s use of the vehicle;
- Will adhere to all applicable policies, emergency protocols, and laws governing use of the vehicle;
- No additional passengers will be allowed in vehicle unless they have signed the Indemnification Agreement for the State of Louisiana. Human Resources will have copies of the Indemnification Agreement available.