3.3.22 KCTCS Motor Vehicle Policy

3.3.22.1 Safe Vehicle Operation

Seat belts shall be worn at all times by driver and all passengers in accordance with state law.

Pre-trip and post-trip inspection of key vehicle safety features (tire-tread condition and inflation, brakes, lights) is very important. Do this each time before getting in a vehicle.

Driver Training - The Chief Business Officer or System Office Cabinet Member should ensure that each driver knows all rules about operations of KCTCS vehicles.

1. Vehicles are for official use only;

2. The driver must be alert at all times, especially when parking or backing;

3. The driver should be aware of the importance of pre-trip and post-trip inspections; and

4. All persons must follow legal requirements for driver and passengers to wear seat belts at all times.

3.3.22.2 Persons Authorized to Use Vehicles

The following guidelines shall apply in consideration of the assignment of the drivers of a KCTCS or Department of Transportation (DOT) vehicle. The CBO or System Office Cabinet Members are responsible for ascertaining these guidelines:

1. Must be a current KCTCS employee;

2. Must possess a valid operator's license;

3. Complete defensive driving assessments, if required by the college president or KCTCS President or their designee.

Institutions may impose additional requirements for approving drivers of KCTCS vehicles as they desire. When properly authorized and licensed, the driver is then acting as an agent of KCTCS while driving on KCTCS business and will be covered by the KCTCS Motor Vehicle Insurance Policy.
3.3.22.3  Occupancy

The number of passengers transported in any vehicle must comply with and not exceed the manufacturer's specifications and the guidelines established by the National Safety Council.

3.3.22.4  Out-of-State Travel

All qualified drivers as determined and approved under guidelines above are permitted to drive out-of-state.

3.3.22.5  Vehicle Problems or Repairs

If a problem or accident occurs while operating a Department of Transportation (DOT) leased vehicle, please call (502) 564-4649 during business hours (7:30 a.m. – 4:00 p.m. Eastern) and Roadside Assistance after working hours at 1-800-241-3673. If the vehicle is inoperable, DOT will be responsible for the vehicle and any subsequent repairs. Repair work for these vehicles can be approved by DOT, up to $1,000.

If a problem or accident occurs while operating a KCTCS-owned vehicle, please contact the CBO. If it is a System Office vehicle, call the Office of Facilities Management during business hours (8:00 a.m. – 4:30 p.m. Eastern) at (859) 256-3234. If the problem or accident occurs during non-business hours, please call Toyota Roadside Assistance at (800) 444-4195 or the Kentucky SAFE Patrol at (877) 367-5982.

3.3.22.6  Vehicle Accidents

An operator whose vehicle is involved in an accident, regardless of whether or not the operator was in the vehicle at the time of the accident, must immediately contact a law enforcement agency, obtain an accident report, and submit a copy of the report to the Office of Facilities Management, Property Management Division within five (5) working days.

3.3.22.7  Vehicle Credit Cards

Credit cards are issued for KCTCS vehicles for gasoline and oil purchases.
3.3.22.8 Use of Electronic Handheld Communication Device in Vehicles

The use of any electronic handheld communication device by an employee while driving a KCTCS vehicle is prohibited, unless the employee is using a headset or hands-free speakerphone or the employee moves the vehicle to a non-traffic portion of the road. If the employee is driving a personal vehicle, the use of a headset or hands-free speakerphone is required while using a KCTCS issued electronic handheld communication device; otherwise, the employee must move the vehicle to a non-traffic portion of the road. See Business Procedure 1.19.3 D.