

## **NORTHLAND COMMUNITY AND TECHNICAL COLLEGE**

### **4055 VEHICLE USE POLICY**

#### **Employees**

Employees of Northland Community and Technical College are expected to retain a valid/proper driver's license, if travel is a necessary function of their job. Employees must have a valid/proper license when driving a state vehicle or a rental vehicle on state business.

Employees who drive a state vehicle or a rental vehicle on state business without a valid/proper license will not be considered as acting within the scope of their employment and will be subject to disciplinary action, up to and including discharge.

The Human Resources Department shall conduct periodic motor vehicle record verifications for employees who drive a state vehicle or a rented vehicle on state business. Record verification will be conducted on an annual basis.

Employees have an obligation to comply with the law by not driving with a cancelled, suspended or revoked license and by not driving under the influence of alcohol or drugs. Employees shall inform the Human Resources Department of any driver's license loss issue that affects their ability to operate a state vehicle or a rental vehicle on state business.

#### **Students**

Students of Northland Community and Technical College are expected to have a valid/proper driver's license when driving a state vehicle on college business.

The Human Resources Department shall conduct motor vehicle record verifications for students who drive a state vehicle on state business. The verification is completed on an annual basis.

Students who drive a state vehicle on college business without a valid/proper license shall be subject to disciplinary action. Students have an obligation to comply with the law by not driving with a cancelled, suspended or revoked license and by not driving under the influence of alcohol or drugs. Students shall inform the Human Resources Department of any driver's license loss issue that affects their ability to operate a state vehicle.

Date of Adoption: 5/10/07  
Date of Implementation: 5/10/07  
Date & Subject of Revisions: 6/22/09 – Revised student license verification language