

**WESTERN WYOMING COMMUNITY COLLEGE
GENERAL ADMINISTRATIVE REGULATION**

Authorized Drivers for College Activities

INTRODUCTION

The purpose of this general administrative regulation is to provide certain guidance regarding the operation of the College's motor pool vehicles and the operation of private vehicles used for College business.

AUTHORIZED DRIVERS

Drivers of College vehicles must be authorized and qualified to drive by the College. Usually, drivers are full or part-time employees or College students. However, other qualified drivers may be authorized to drive from time to time. These guidelines also apply to persons driving private vehicles on College business. Notwithstanding the information below, any licensed driver may drive on College business in an emergency situation.

QUALIFIED DRIVERS

Persons qualified to drive on College business include the following:

- (1) Persons having a legal, valid drivers license which permits them to drive a motor vehicle in Wyoming and/or other pertinent jurisdictions.
- (2) A student may drive on College business under the following conditions:
 - a) He/she is approved by the applicable Dean or his designee;
 - b) He/she has a legal and valid drivers license, additional documentation may be required;
 - c) His/her driving record, as checked by the College, contains no more than one accident or moving violation during the past three years and no "major" violations such as a hit-and-run, DUI, reckless driving or license suspension during the past five years;
 - d) He/she is at least 18 years of age;
 - e) He/she has been approved to drive by the College.
- (3) Full and part-time employees as well as other drivers must be approved to drive by the College. Generally, part-time employees cannot have more than two accidents or moving violations during the past three years and no "major" violations such as a hit-and-run, DUI, reckless driving or license suspension during the past five years. Full-time employees are subject to approval by the College's automobile insurance company.
- (4) The College also may require drivers be approved by the College's automobile insurance company.

PROCEDURE FOR CHECKING DRIVING RECORDS

- (1) The Physical Resources Office will keep a listing of authorized drivers by category, e.g. full-time and part-time employees, students and others.
- (2) The Dean of Administration's Office will submit names of individuals and other required information to the College's automobile insurance company or to the State of Wyoming for review. Results of the review will then be forwarded to the Physical Resources Office.

Approved: Executive Council: July 17, 2003