

Jones Junior College maintains a fleet of vehicles for official College travel.

RESERVATION OF VEHICLES

Requests for rental of vehicles are to be made by memorandum to the appropriate dean. Request should be made as early as possible. Advance reservations are limited to a period of six months. Requests will be honored on a first come, first served basis. Vehicle request forms will be processed by the Student Affairs Office.

Only employees are permitted to operate JCJC vehicles. Students, regardless of age, are not permitted to operate JCJC vehicles. Employees' spouses are not permitted to operate JCJC vehicles. Independent contractors performing services for JCJC are not permitted to operate JCJC vehicles.

ELIGIBLE DRIVERS

An employee must be at least 22 years old to operate cars and pickup trucks. An employee must be at least 25 years old to operate 15-passenger vans. An employee with an unfavorable Motor Vehicle Record(MVR) could be prohibited from operating JCJC vehicles. In accordance with Mississippi State Law, seat belts must be worn by the driver and all passengers of JCJC vehicles

DISPATCHING

All vehicles are dispatched from the Maintenance Shop. Bus keys must be obtained in the Maintenance Shop. All car and van keys are dispatched from the Administration Building and must be signed out by the driver prior to leaving and initialed upon returning in the Student Affairs Office. The Student Affairs Office is open between the hours of 7:30 a.m. and 4:30 p.m., Monday through Friday and the Maintenance Shop is open between the hours of 6:30 a.m. and 4:00 p.m.

The driver should note on dispatch/invoice form:

- (A) beginning odometer reading
- (B) purchases made during trip
- (C) any unusual noises, operation problems, etc.

In the event there is a time change on picking up the vehicle, please notify the Student Affairs Office before arriving to pick up vehicle.

VEHICLES RETURNED AFTER HOURS

A NIGHT DEPOSIT BOX has been installed on the Maintenance Shop and by the Campus Police Office. All vehicles will be placed in the compound located at the Maintenance Shop. The user will continue to record the ending mileage, etc., leave the vehicle, and DROP THE KEY AND CREDIT CARD with the dispatch form in a sealed envelope in the appropriate NIGHT DEPOSIT BOX. In the event a vehicle will be used before 7:00 a.m. or on weekends or during holidays, it is to be checked out before 4:30 p.m. on the day prior to use or on the last working day before a holiday period.

CANCELLATION & PENALTY FOR NON-CANCELLATION

In the event that a department reserves a vehicle and later decides that it will not be used, it is imperative that the Student Affairs Office be notified by 1:00 p.m. on day prior to dispatch date. If the scheduling department will call the Student Affairs Office and cancel the vehicle prior to the scheduled time of use, no charge will be made. If, however, the requesting department fails to cancel the vehicle prior to the scheduled time, that department will be charged \$15.00. This charge, should it occur, will be made on a Motor Pool Dispatch Invoice. A \$5.00 fee will be charged to the department if car keys are not returned to Student Affairs and van/bus keys are not returned to the Maintenance Shop. These charges may be removed provided the requesting department presents sufficient justification to the Vice President of Student Affairs. Repeated failure to return keys may result in vehicle privileges being revoked.

PERSONAL USAGE

Vehicles are not to be taken to an individual's home under any circumstances. This may constitute private use of public vehicles which is strictly prohibited.

ACCIDENTS

All accidents should be reported promptly to the proper authority.

For example:

Accidents on Campus	Campus Police
Accidents in City	City Police
Accidents in County	Sheriff
Accidents on Highway	Highway Patrol

College cars and vans should not be moved until the proper authority has investigated. In case of a MINOR ACCIDENT, the trip may be continued after proper investigation. Upon return to campus, notify immediately the Maintenance Shop and the Office of Student Affairs about the accident.

All accidents (minor or otherwise) should be reported immediately to the Office of Student Affairs or Maintenance Shop Director. Drivers will be instructed as to appropriate procedures at that time. In case of a MAJOR ACCIDENT, if the vehicle cannot be driven, notify:

Maintenance Shop	6:30 a.m. - 4:00 p.m.	477-4123 or 477-4120
Campus Police	After 4:00 p.m.	477-4006

In case of personal injury, notify the Vice President of Student Affairs as soon as possible.

In the event of an accident, do not make any statement regarding the accident to anyone other than the investigating authority. The vehicle operator is responsible for reporting ALL accidents. If this is not done, and repercussions occur, the operator is personally responsible

for satisfying any complaints. Jones Junior College maintains liability insurance, however, drivers need to be aware that they may be subject to personal liability by parties involved.

ALCOHOLIC BEVERAGES

The possession or consumption of alcoholic beverages in any College vehicle is strictly prohibited. The same rules regarding alcoholic beverages apply to vehicles as well as the College campus.

MISTREATMENT OF COLLEGE VEHICLES

A vehicle returned to the Maintenance Shop showing obvious signs of mistreatment will be repaired and the department responsible for the damage will be billed for the necessary repairs. Also, a cleaning fee of \$15.00 will be charged to a department returning a vehicle that requires excessive cleaning. Trash bags are available in the Maintenance Shop. Reversal of these charges can be obtained only by appealing to the Vice President of Student Affairs. The department may use its own discretion in charging the individual directly responsible for the damage.

Any driver found guilty of a moving violation while driving a college vehicle will have vehicle privileges revoked for a minimum of one year. Extenuating circumstances may be appealed to the Vice President of Student Affairs, at which time the length may be shortened.

JCJC CREDIT CARD SYSTEM

Instructions for use of the Credit Cards are as follows:

- (A) Visa credit cards must be signed out by the driver and initialed when returned to the Student Affairs Office.
- (B) This credit card is restricted to use only on the vehicle indicated.
- (C) The receipt must be signed and returned with the dispatch form.

- (D) Failure to return a signed receipt may result in discontinued use of the credit card.

COMPLETION OF TRIP

Upon completion of trip the vehicle must be returned to the appropriate parking area from which it was obtained. Vehicles obtained from the compound at the Maintenance Shop must be placed back in compound during regular work hours or see Campus Police after hours. The driver should complete the following on the dispatch/invoice form, and retain pink copy of dispatch/invoice form.

- (A) ending odometer reading
- (B) date, time, and signature of operator
- (C) remarks for mechanic
- (D) record of any purchases made during trip
- (E) return form with vehicle keys to the Student Affairs Office as soon as you return or the next business day.

VEHICLE BREAKDOWN

See note attached to vehicle.

EXPENSES INCURRED DURING TRIP

Any minor repairs needed to complete a trip are authorized and are to be paid by the operator by using the college credit card or by the operator. Repairs that may result in a large repair bill should be approved by the Vice President of Student Affairs or Maintenance Shop Director prior to receiving services. All receipts for expenses incurred on a trip must be turned in with the vehicle upon completion of a trip. The Business Office will provide the necessary forms for reimbursement to the operator.

RENTAL FEE

\$.31 per mile for private vehicle

\$.30 per mile for JCJC cars

\$.35 per mile for JCJC van

\$.50 per mile for JCJC bus

OR

\$20.00 daily minimum charge for Cars

\$25.00 daily minimum charge for Vans

The Maintenance Shop assumes all operating costs, including gas and oil.

DURATION OF RENTAL

The maximum time a vehicle is to be reserved is two weeks. If it becomes necessary to rent a vehicle for a longer period, prior approval must be received from the Vice President of Student Affairs.

TELEPHONE NUMBERS

Campus Police

477-4006

Maintenance Shop

477-4123 or 477-4120

JONES JUNIOR COLLEGE

TRANSPORTATION HANDBOOK

***WEAR YOUR SEAT BELTS. . .
IT'S THE LAW!***

2007-2008