



Procedure Number: CS 212

Procedure Title: Transportation Management & Use Procedure

Relevant Board Policy: C.1.6.4 (Procedure) Transportation Management

Relevant SACSCOC Principle:

Originating Unit: College Services

Maintenance Unit: College Services

Contact for Interpretation: Vice President of College Services

- I. Purpose: To establish general guidelines for the administration and operation of vehicles owned and/or leased on behalf of Alamo Colleges District (hereinafter referred to as the District) used by faculty and/or staff during the course and scope of their employment with Northeast Lakeview College (hereinafter referred to as the College). This includes cars, trucks, golf carts, utility vehicles, buses, and construction vehicles. This procedure does not include vehicles included in the Facilities fleet.

Definition(s):

Employee: A person, including an officer or agent, who is in the paid service of a governmental unit by competent authority, but does not include an independent contractor, an agent or employee of an independent contractor, or a person who performs tasks the details of which the governmental unit does not have the legal right to control.

Motor Vehicle: A self-propelled vehicle designed for use on a highway, a trailer or semitrailer designed for use with a self-propelled vehicle, or a vehicle propelled by electric power from overhead wires and not operated on rails.

Operator: The person in actual physical control of a motor vehicle.

Golf Cart: A motor vehicle designed by the manufacturer primarily for use on a golf course. (TX Trans. Code § 551.401) A golf cart operated under §551.404 must have the following equipment:

- a. headlamps
- b. taillamps,
- c. reflectors,
- d. parking brake; and
- e. mirrors.

Roadway: The entire width between property lines of a road, street, or way in this state that is not privately owned or controlled and:

- a. some part of which is open to the public for vehicular traffic; and
- b. over which the state has legislative jurisdiction under its police power.

II. Procedure statement:

A. Operators

1. College vehicles are available for official travel by employees in accordance with this procedure and District policies. This procedure applies to all the College faculty and staff.

B. Vehicle Acquisition, Tracking, and Documentation

1. All established College procurement and inventory practices and procedures apply to the procurement of vehicles. Properly prepared purchase orders are processed through the Purchasing Office and the District.

C. Driver Authorization

1. To become an authorized driver, a vehicle operator must meet the following requirements:
 - a. Must be a current full time the College employee as defined in Texas Civil Practices and Remedies Code §101.001 who is not a college work-study student.
 - b. At the time of application to sign out the College vehicle, the person shall provide proof of a valid driver's/operator's license appropriate for the vehicle to be driven in accordance with the Texas Transportation Code.
 - c. At the time of application to sign out the College vehicle, the driver must have successfully completed the Approved Driver Certification program as designated by the District and Risk Management. The Approved Driver Certification is reviewed annually to ensure maintenance of a safe driving record and updated training.
 - d. If any of the above requirements lapse, including Approved Driver Certification, the driver will not be authorized to drive College vehicles, which may affect their employment capabilities.

D. Assignments

1. Approved Drivers may request vehicles from College Services for daily, weekend or weekly trips by using the Vehicle Reservation Request Form. Approval is determined as follows:

- a. Vehicle Assignment
 - i. Written permission from the VPCS is required.
 - ii. Risk Management will then verify the operator's Approved Driver Certification.
 - iii. The VPCS will then approve or deny the request and the same will be provided as documentation for vehicle use.
 - iv. Vehicles are limited in quantity and are assigned on a first requested, first served basis, or as directed by the President of the College or Vice-President of College Services, provided the purpose of the trip meets the acceptable use criteria for the vehicle type. Written permission from the VPCS must be provided as documentation along with verification of Approved Driver Certification from Risk Management.
- b. Golf Cart Assignment
 - i. To request a golf cart for campus use, written permission from the VP who serves as the custodian should be requested.
 - ii. The respective VP or designee will then verify the operator's Approved Driver Certification.
 - iii. The respective VP will then approve or deny the request.
 - iv. Golf carts are not permitted to drive on any roadway with a speed limit exceeding 35 mph and must be transported by trailer on roadways exceeding 35 mph.

E. Vehicle Operation

All those arranging travel using vehicles and/or golf carts owned by the District while within the course and scope of their employment at the College shall be required to adhere to use as follows in accordance with this procedure and District policy.

1. Appropriate Use of Vehicle

College vehicles are to be used by authorized employees.

- a. The regular course and scope of their employment by the District and the College, or

- b. Transporting the District/College assets to another location(s),
- c. Transporting students to and from an event as required within the course and scope of their employment by the District/the College,
- d. When vehicle use has been approved by the President or Vice President for College Services, and
- e. Vehicles may not be driven off designated roads except by College Services personnel for service purposes when necessary.
- f. The vehicle may be driven to a private residence and parked overnight under the following circumstances:
 - . The vehicle must be parked off the street and locked. If alternative arrangements are required, and
 - i. The request must be included in the Vehicle Reservation Request Form.

2. Appropriate Use of Golf Carts

Golf carts are not to be operated off campus, except when properly transported by trailer for College sponsored events.

- a. Golf carts are not permitted to drive on any roadway with a speed limit exceeding 35 mph and must be transported by trailer on roadways exceeding 35 mph.
- b. When driving on the College roadways, golf carts must yield to allow for unrestricted flow of traffic.
- c. While operating on campus, pedestrians will always have the right of way.
- d. Posted speed limits and signs will be observed and enforced.
- e. Golf carts may not be driven off designated paths except by College Services personnel for service purposes when necessary.
- f. Carts shall not be driven through the boundaries of active outdoor events except in emergency situations or at the request of the Department of Public Safety (DPS).
- g. Violation of any of these guidelines may result in disciplinary action by the College.

3. Operator Responsibilities

Approved operators have the following responsibilities:

- a. Drivers should be well rested and alert and not be under the influence of any substances that may impair safe driving (including alcohol, controlled substances, medication, or similar substances that may induce drowsiness or impairment).
- b. During official travel, the vehicle operator shall comply with all applicable motor vehicle operation laws, regulations and posted signs, as well as all applicable policies and procedures of the District and the College.
- c. During any time that the vehicle is enroute from point of departure to point of arrival, the operator/ shall not use cell phones or portable electronic devices (e.g., games or music players), drink beverages or eat food, or otherwise engage in any activity that distracts or impairs one from driving.
- d. In case of a vehicle collision or damage to the vehicle, drivers are responsible for disclosing any accident(s) and or damage to the vehicle immediately. Failure to do so may result in the loss of your Approved Driver Certification.
- e. In case of an accident or damage, follow your Approved Driver Certification training procedure and contact the Risk Management Coordinator.

F. Procedure Management

1. The Risk Management Coordinator:
 - a. Serves as the central point of contact for all vehicles managed by the College excluding Facilities vehicles which are managed by the District,
 - b. May delegate College Services staff to provide access to vehicles and/all pre- and post-trip inspections, and
 - c. Provides appropriate communication and coordination with offices affected by procedural changes.
2. The President and/ or Vice President of College Services
 - a. Serves as the senior executive responsible for the College's assigned vehicles, and
 - b. Grants any exceptions to this procedure.

G. Repairs and Modifications

1. When work is required to modify, alter or repair a vehicle, notify the Risk Manage Coordinator to coordinate with the District to address any needed repairs.

Attachment:

Originator: Andi Gambrell

Date Approved:

Last Updated: 2.17.2026

Approved: Thomas Walker

Title: Vice President of College Services

Jun 30, 2026

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