HIGHLAND COMMUNITY COLLEGE
GENERAL PERSONNEL POLICY

SUBJECT: Use of Vehicles for College Business
BOARD OF TRUSTEE APPROVAL: 02/26/2025 EFFECTIVE DATE: 02/27/2025

Any vehicle driven while conducting College business or for any other College purpose must be operated in a safe and courteous manner. Vehicles must be operated in compliance with all laws and Highland Community College policies.

College vehicles are made available only for College business, and only authorized drivers may operate College vehicles. Additionally, individuals who operate personal vehicles on College business or for any other College purpose are required to meet the same minimum driver qualifications. Drivers who fail to adhere to this policy may be deemed not to qualify for Indemnification from the College, and may be subject to disciplinary action as deemed appropriate.

Motorcycles, scooters, mopeds and similar vehicles may not be used to conduct College business or for any other College purposes.