

COLLEGE OF MICRONESIA-FSM  
ADMINISTRATIVE PROCEDURE No. 7002

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**College of Micronesia-FSM Vehicle**

Date Adopted: 1 April 1993

Date Revised: 17 November 2006

Date Reviewed: 22-24 March 2014

References: The Support and Student Affairs Management Division meeting minutes  
University of Utah (via Internet)

**Procedures:**

- A. Vehicle Identification-college vehicles are to bear the college seal on the outside of both front doors or, for vehicles without doors, on any other suitable location on the vehicle.
  
- B. Administrative Management- Acquisition, maintenance, and licensing of all vehicles are to be performed by the Maintenance Divisions at all campuses under the direction of the Vice President for Administrative Services at the National Campus and campus dean/director at the other campuses.

The Maintenance Divisions are to determine the type of motor vehicle to be taking into consideration departmental needs, budget constraints as well as the vehicle's record for reliability, low maintenance cost and fuel efficiency.

The maintenance divisions are to determine when disposal of college vehicles should occur. Vehicles no longer needed, no longer serviceable, or scheduled for replacement are to be transferred to the Vice President for Administrative Services at the National Campus or the campus dean/director at the other campuses for final disposal.

- C. Official Uses- College vehicles are to be used only to transport students, employees, and guests on official college business or to college sponsored activities; no fare is to be charged for the transportation. College vehicles are not to be used for personal transportation or other personal purposes by college employees and students or to transport groups or individuals not affiliated with the college, unless authorized by the vice president for administrative services or campus dean/director.

College vehicles are to be returned to the campus at the designated area promptly after each official use. College vehicles are not allowed to be parked at an employee's residence before or after official use unless prior written permission of the vice president for administrative services or campus dean/director is obtained when the college's best interest is served, e.g., morning departure is necessary and additional vehicle mileage will not occur.

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If this arrangement is sought, the immediate supervisor, or next higher authority, is to submit a letter to the vice president for administrative services or the campus dean/director justifying the request. If approved, a copy of the authorization is to be provided to the employee, the driver's immediate supervisor, and maintenance division. Such authorization may not be longer than 48 hours, but may be renewed following the same procedure set forth above.

Since campus dean/director is on duty 24-hours a day, they may request approval from the president to keep a college vehicle at their residence. This does not exempt them from Section B under Procedures regarding college vehicles being used only for official purposes and not for personal use.

- D. Extraordinary Wear and Tear- If unusual wear and tear is evident when vehicle is slated for disposal, the department using the vehicle is to be charged the difference in the value of the vehicle in its current condition and the expected value the vehicle without the unusual wear and tear.
  
- E. Insurance- All college vehicles are to be insured for both liability and bodily injury with commercial insurers. The Comptroller is responsible for insuring all college vehicles.
  
- F. Traffic Violations- Drivers of college vehicles are to be personally responsible for fines, forfeitures of bail, or other penalties based upon parking and traffic violations and citations or for other infractions or violations of law involving motor vehicles when the driver is at fault.
  
- G. Motor Vehicle Accidents- Drivers of college vehicles who are involved in an accident are to immediately report the accident to the State Police and the Security Office at the National Campus or the campus dean/director at the other campuses and to complete an accident report. Campus security and campus dean/director is to report the accident to the vice president for administrative services who is to advise the Comptroller to inform the insurance company. A police report is required for all accidents.

When property damages and bodily injuries are involved and the driver is at fault as determined by Public Safety, the driver is to assume total liability for the accident if is not covered by the college's insurance policy. However, if the accident is covered, the driver is liable for the deductible and any excess amount not covered by the insurance policy.

With prior approval of the president, assistance may be given to the driver at fault with payment for the damages and injuries and repayment through payroll deduction. The employee and the vice president for administrative services are to determine the repayment schedule.

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- H. Mechanical or Safety Defects- Mechanical or safety defects are to be promptly reported to the Maintenance Divisions. Upon receipt of such report, the Maintenance Division is to inspect the vehicle and take appropriate action to bring the vehicle into compliance with college safety standards and/or the standards for efficient mechanical operation.
- I. Motor Vehicle Record- The Maintenance Division through office of the vice president for administrative services or the campus dean/director is to maintain records for and a daily log of each college vehicle. The individual vehicle record is to include but is not limited to:
- A. Dates of annual safety inspections.
  - B. Dates of semi-annual maintenance inspection.
  - C. Description of general condition of vehicle at the time of safety or maintenance inspections.
  - D. Dates and description of repairs made.
  - E. License number issued.
  - F. Odometer reading at the end of six-month period.

Drivers of college vehicles are to complete the “Vehicle Use Log Sheet” when checking a vehicle in and out. Vehicle keys are to be returned to the designated office after each use.

- J. Non-Compliance- Prior to ordering suspension or revocation, the vice president for administrative services or the campus dean/director is to give notice of the proposed action to the employee and provide an opportunity for an informal hearing.

**Responsibility:**

The president, vice president for the administrative services and campus dean/director are responsible for implementation and enforcement of this policy. It is the responsibility of the maintenance divisions to ensure that the driver’s license of all vehicle operators is current.

**Definitions:**

College Vehicle- any vehicle-cars, trucks, buses, vans, and boats-owned or leased by the COM-FSM and any other motor vehicle so designated by the COM-FSM Board of Regents except that authorized to the president by the board.

Official College Business- the authorized activities of college employees, students, and designated agents related to approved programs and functions of the college and its departments, divisions and offices, and related organizations.

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Maintenance Division- the division under the direct administration of vice president for administrative services or campus dean/director that is responsible for the management and operation of college vehicles.