

**CLOVER PARK TECHNICAL COLLEGE
POLICY**

CHAPTER 6	SECTION 5	TITLE Motor Pool	HISTORY		
			Adopted 2018	Campus Forum 2018	Reviewed
			Revised		Next review 2021

POLICY

In order to conserve resources and support institutional activities, the College will, whenever possible, make a state leased vehicle available for faculty and staff to use for "official state business". Personal use is not permitted. See Transportation Policy 6.25 for additional requirements. Supervisor approval, mandatory online training and provision of valid driver license information are prerequisites to the check-out process.

APPROVAL:		
By: <u>J. Loveday</u>		Date: <u>8-7-18</u>
Dr. Joyce Loveday		
Board Chair Review: <u>HW</u>		Date: <u>8/29/18</u>