

SOUTHWESTERN COMMUNITY COLLEGE	ADMINISTRATIVE <b>USE OF COLLEGE EQUIPMENT</b>	Policy 3.02.02
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## I. Equipment

College equipment purchased with federal, state, local or institutional funds is intended to be used by the College and not for personal use. If workloads require the use of College equipment outside the College and beyond regular working hours, the College administration may approve the use of off campus College equipment. The person utilizing the equipment off-campus is responsible if the equipment is lost or damaged.

## II. Shops and Labs

Shops and labs are for instructional use only.

## III. College and Rented Vehicles

1. College owned and rented vehicles are to be used for official College business only.
2. College owned and rented vehicles are primarily intended to transport employees and students to meetings, field trips, conferences or similar functions. Passenger capacity is limited to the number of seat belts.
3. Faculty and staff operating a College or rental vehicle must possess the appropriate valid driver's license.
4. Students may operate College or rented vehicles in emergencies or with prior administrative approval in cases of extenuating circumstances. Approval must be requested from the Vice President for Financial and Administrative Services. Students operating College or rented vehicles shall be accompanied by a College staff or faculty member who shall be responsible for the vehicle. The student operating the vehicle must have a valid driver's license.
5. If an accident occurs involving a College or rented vehicle, the following procedures shall be followed: 3.01.02.03 – Medical Emergencies.
6. College or rented vehicles shall be used at the President's discretion.
7. A College or rented vehicle~~s~~ may be scheduled and checked out through the College Information Center Coordinator.
8. College owned or rental vehicle may not be used to commute from home to work unless the use of such vehicle is necessary to carry out the employee's job duties and the employee has received prior approval from the Vice President for Financial and Administrative Services.
9. Firearms (and other weapons prohibited on campus) may not be stored or

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transported in College-owned or rental vehicles.

10. Employees are required to report to the Vice President of Financial and Administrative Services any damages that have occurred while using College-owned equipment, vehicles, or rented vehicles within 24 hours of damages.

The President may develop further administrative regulations regarding the use of College owned property and vehicles.

Cross-reference: 3.01.02.03 – Medical Emergencies

Adopted: February 2014, July 22, 2014, October 28, 2014, October 26, 2016