

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

3-3008 NCF (State) Vehicles

All operators of NCF (State) vehicles (excluding electric carts, boats, boat motors/engines, turf equipment, construction equipment) must follow the following regulations.

- (1) NCF (State) vehicles are to be used for official NCF business only.
- (2) Drivers
 - (a) Only an NCF employee, registered volunteer, or student employee with a current valid Florida Driver's license (non-Florida if student and out-of-state resident), will be allowed to an NCF (State) vehicle. If driving is a duty of an NCF employee, the employee's position descriptions should reflect this fact. If the vehicle falls into the classification that requires a Commercial Driver's License (C.D.L.), the operator will have the C.D.L. with the proper endorsements appropriate to the type of vehicle operated in accordance with section 322.10, Florida Statutes.
 - (b) Driver shall not permit riders except those directly involved in the purpose for which vehicle is being used.
 - (c) Vehicles may only be used in course and scope of employment activities as related directly to NCF business. Other use or operation of vehicles, and use by unapproved individuals will render the State's Auto liability invalid and may result in personal liability exposure.
- (3) Rental Vehicles. The State of Florida maintains a vehicle rental contract that NCF employees may use for official business.
- (4) A Centralized Repair and Inspection Station is established under the management of the Director of the Physical Plant, and the responsibilities of same include:
 - (a) Establishing procedures for repairs, etc.
 - (b) Establishing and enforcing preventative maintenance guidelines.
 - (c) Routinely evaluating vehicles as to usefulness, efficiency, and safety of operation.
 - (d) Establishing priorities for repairs and services.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 1.001

History: Adopted 04-27-02, as Policy 6-011; Revised and renumbered 09-11-10; Revised 03-11-17 (technical amendment)