

## **College Vehicles**

A number of College-owned vehicles are available for use by staff members while on official College business only. Mileage is charged at the current College rate to the departmental budget of the staff member using the vehicle.

Application for use of a College vehicle must be made through the Off-Campus Transportation Office, ext. 7799. Information regarding the regulations governing the use of these vehicles may be secured from this office also.

College vehicles are approved for use by staff members only and may not be operated by students or other persons unless they have been approved as insured drivers by the College's insurance carrier. Lists of approved drivers are kept in the Transportation Office, DeWitt Center and the Transportation Garage, 176 East 19<sup>th</sup> Street. To operate a College vehicle, the driver must possess a valid driver's license.