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Risk & Resource Management

**Mesa Community College Fleet Management**

**Scope**: this policy applies to the operation of vehicles owned by Mesa Community College

**Policy Statement** (initial/check all boxes)

[ ]  The use of all MCC owned vehicles will be limited to the conducting of official business of the college. Personal use of college owned vehicles is not allowed, i.e…

* weekend driving unrelated to college business
* commute mileage (use of vehicle to and from workplace)
* midday drive from regular workplace for personal reasons
* vehicles must be returned to the college at the end of the trip

[ ]  The lendee is responsible for the vehicle and its appropriate use and maintenance until the vehicle is returned and the return process has been completed.

[ ]  The lendee is responsible for returning the vehicle to MCC in the same condition as it was received, i.e.: all personal items and trash should be removed from vehicle; any spill damage should be cleaned; any interior or exterior damage should be reported immediately to the Fleet Management office.

[ ]  The lendee must take all measures necessary to ensure the security of the property. The lendee agrees to assume the risk of loss or property damage due to the lendee's failure to exercise due care in the possession or use of the property.

[ ]  Every driver of a Mesa Community College vehicle is a representation of the college. Complaints or reported misuse can lead to an unfavorable college reputation.

* Do not use a college-owned vehicle for personal transportation.
* Do observe all traffic rules and regulations.
* Do drive carefully, safely and courteously.
* No alcoholic beverages are allowed in or are to be consumed in any college vehicle.
* Smoking is not allowed in any college-owned vehicle.
* Seat belt usage is required for all passengers.
* COVID safety protocols are in place based on MCCCD guidelines.

**I have read and understand the Mesa Community College Fleet Management Policy.**

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**Lendee Printed Name Lendee Signature Date**