

Policy: 4.09

Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using college property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

All drivers and passengers using college vehicles equipped with seatbelts and passenger restraints are required to use them in accordance with Kansas law. Talking or texting on handheld cell phones while behind the wheel of a moving vehicle being used on college business is strictly prohibited.

In order to drive 15 passenger college vans, employees must first successfully complete a safety program. Information regarding this program may be obtained for the Dean of Financial and Administrative Services.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

Under no circumstances may any College equipment or materials be removed from the campus by any employee for private or personal use. Neither may such material or equipment be used on campus by any employee for purposes of personal gain.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.