

# NASHUA COMMUNITY COLLEGE

## VEHICLE USAGE POLICY

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### How do I reserve a NCC vehicle?

- To reserve any NCC vehicle, visit the security office.
- NCC vehicles must be picked up on the day of travel, unless otherwise approved by the College President. .
- If there are no NCC vehicles available for your trip, travel reimbursement is available only if you have received prior written approval from the President or Business Affairs Officer.
  - If approved for reimbursement, you must submit a copy of your current insurance coverage to the Business Affairs Officer 24 hours prior to your departure.
  - If approved for reimbursement, you must see the Security Office to complete the Vehicle Availability Form 24 hours prior to your trip or you will not be eligible for reimbursement.

### What are the general rules for NCC vehicle usage?

- You need to take the vehicle that you signed up for, there are no substitutions.
- There is no smoking in any of the NCC vehicles.
- Use of alcohol is strictly prohibited in any of the NCC vehicles.
- Non-CCSNH employees are not allowed in the NCC vehicles at any time, however, students directly involved with campus activities are allowed as passengers.
- NCC Vehicles are to be used for work or business related travel in New Hampshire only, unless otherwise approved.

### Are there any safety procedures I should be aware of?

- Completion of the online Defensive Driving course is required every three years in order to be eligible to drive any NCC car. The course information can be obtained through the Security Office.
- If you are requesting the usage of any NCC vehicle and have not completed a Defensive Driving course, you must complete the course prior to your travel.
- You may not take your own vehicle without prior written approval from the President or Chief Financial Officer in order to be reimbursed for your mileage.
- Always wear seatbelts when using any NCC vehicle and ensure that any of your passengers do as well.
- Any moving traffic violations or parking violations are the sole responsibility of the vehicle operator and not that of NCC.

### What about gas for the NCC car?

- Fill the gas tank prior to your return to campus, using the Mobil credit card (In vehicle envelope)
- Remember to take the gas receipt from the pump as you are responsible for the purchase.
- All gas receipts must be submitted to the Business Office for processing.
- If there is no receipt, you may be responsible for the entire cost of the gas purchase.

### What do I do when I return from my trip?

- NCC vehicles are to be returned to the designated parking area in front of the Main Building.
- Return the keys and vehicle information envelope to the Security Office.
- Note any noticeable problems, contact Campus Safety
- Please be courteous and remove all your trash from the vehicle.

### What if I am involved in an accident while using the car?

- In event of an accident, please refer to the insurance documents located in the glove compartment of each NCC vehicle.
- Report the accident as soon as possible to the Security Office and complete a **Vehicle Accident Form**. A copy of the accident form will be forwarded to the Chief Financial Officer. You may be contacted directly if more information is required for insurance purposes.

