



# Santa Fe College Rules Manual

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**Title: Use of College Vehicles, Gasoline**

**Rule 6.6**

General Authority: FS 1001.64

Law Implemented: FS 1001.64(5)(26), 1001.65(6)

Effective Date: October 10, 1991

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**Purpose:** To state the policy on use of College vehicles and gasoline.

The College is authorized to purchase or lease through the usual procedures and channels automotive vehicles required for efficient and economical performance of College responsibilities. Such vehicles will be assigned a College property number (decal).

The provisions of this procedure pertain to all College employees who may authorize the use of or have occasion to operate a college vehicle.

## Restrictions

College vehicles will be driven only by employees of Santa Fe College, except that students enrolled in the Institute of Public Safety may drive College vehicles as part of required police instruction.

Vehicle operators must have a valid Florida State Driver's License. It is the responsibility of the person authorizing the use of the vehicle to ascertain compliance with this condition.

State traffic and speed laws will be observed at all times. Traffic violations are the sole responsibility of the vehicle operator.

Alcoholic beverages or illegal drugs will not be carried, consumed, or used inside any College vehicle.

College vehicles shall be used for official business only.

Non-essential passengers will not be transported in College vehicles without express written approval of a Vice President of Administrative Affairs. A copy of this approval will be maintained in the appropriate vice president's office. Students may ride in College passenger-type vehicles when an approved activity necessitates transportation.

Gasoline Distribution at the College

Only vehicles and gasoline powered equipment owned or under lease to the College will be authorized to draw gasoline from the College gasoline supply.

Rule History

October 1991 (410.155)  
August 1983 (410.106)  
July 1977 (410.68)  
April 1974 (410.45)  
June 1969 (410.10)