

**COLLEGE-RELATED TRAVEL AND VEHICLE USE****POLICY**

Pursuant to [Minnesota State Board Policy 5.19](#) and [Minnesota State Board Procedure 5.19.3](#) Ridgewater College has developed this policy and subsequent procedures to supplement the aforementioned Board of Trustee policy and procedure to define the framework for motor vehicle usage in an effort to reduce the risk of injury, minimize the potential for accidents and losses, and control and/or reduce auto insurance costs for the College.

The employee is responsible for complying with Minnesota State travel policy and procedures, local policy and procedures, the employee's respective bargaining agreement or compensation plan, state laws, federal laws, and IRS guidelines and for accurately completing all required local forms for reimbursement of authorized official business travel expenses. The employee's supervisor is responsible for reviewing and approving all travel requests and expenses.

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*History:*

*04.16.10 Adopted*  
*10.27.23 Proposed*  
*03.26.25 Revised*

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## PROCEDURES

Driver Eligibility

Per Minnesota State Guideline 5.19.3.1 - Driver's License Record Check the following driver eligibility process, conducted by the College Human Resources Department and renewed annually on dates established by the Vice President of Finance and Operations, is required of all drivers of college vehicles, regardless of past college vehicle usage.

- Meet the minimal eligibility standards of a minimum age of 18 and driving experience of at least two years. In the case of out-of-state travel, the driver must be age 21 or over.
- Complete a *Vehicle Use Form*, found on the Ridgewater College Employee Portal SharePoint site under "Ridgewater Forms." In the case of student drivers, the faculty or staff member responsible for the activity or event for which the student is being asked to drive will also sign off on the form.
- Submit the *Vehicle Use Form* to the College Human Resources Department for review and submission to the Risk Management Division of the Minnesota Department of Administration. (In the case of supervisor's denial, an employee may use the dispute process included in the appropriate bargaining agreement to contest the decision.)
- The employee or student's State of Minnesota Motor Vehicle Record (MVR) will be reviewed, at no cost to the employee or the student, by an underwriter at the Risk Management Division of the Department of Administration to determine driver eligibility. The College Human Resources Department will receive a report stating eligible status (eligible, conditional, or ineligible). No person at Minnesota State or at the College will receive details of the report, only eligibility status).
- Upon receiving the completed MVR report from the Risk Management Division of the Department of Administration, the College Human Resources Department will enter the driver's name on a confidential electronic spreadsheet indicating eligible or not eligible.
  - The College Human Resources Department will immediately notify those who are NOT ELIGIBLE, as well as their supervisor.
  - The driver's name will be entered on a confidential electronic spreadsheet.
  - The confidential electronic spreadsheet will be made accessible to vehicle check-out personnel on a common network drive. The spreadsheet document will be password protected.
  - As a driver requests a college vehicle for a specific activity or event, the vehicle check-out person will access the confidential electronic spreadsheet to confirm driver eligibility and, if found eligible, will proceed to check out a college vehicle to the driver.
  - If a driver's name does not appear on the confidential electronic spreadsheet, the vehicle check-out person will refer that driver to their supervisor, and the person will not be eligible to drive a college vehicle until the issue is resolved.
- If an employee believes his or her MVR has an error affecting driver eligibility, the responsibility to resolve the issue with Risk Management and thus become an eligible driver lies with the individual, not the College.
- A driver is required to notify the College Human Resources Department at any point prior to the annual renewal in the event of any negative change in the status of their driving record—such as fault accidents, major violations, multiple minor violations or license revocation, restriction or suspension.

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- Employees and students must have an active, valid, appropriate driver's license if they drive a state-owned or leased vehicle; otherwise, they will not be considered to be acting within the scope of their employment. Driving without an active, valid, appropriate driver's license shall constitute just cause for disciplinary action.

**Personal Vehicle Use for College Business**

Employees and students driving a personal vehicle for college business must have an active, valid, appropriate driver's license, and personal automobile liability insurance. In the event of an accident with your personal vehicle, claims must be turned in utilizing your personal automobile insurance with no reimbursement from the college. Driving a personal vehicle on college business without an active, valid, appropriate driver's license, and personal automobile liability insurance shall constitute just cause for disciplinary action.

**Employees and Students Travelling for College Business****Employee Travel**

For all employee travel, the following steps must be taken:

1. For out-of-state travel, complete an Employee Out of State Travel Authorization Form, located on the College SharePoint site under Ridgewater Forms, and obtain Dean/Administrator approval. In state travel does not require this form.
2. Prior to travel date(s), for in-state or out-of state travel, create a Spend Authorization in Workday with your estimated travel expenses.
3. For out-of-state travel, attach your approved Employee Out of State Travel Authorization Form to your Spend Authorization in Workday.
4. If using state provided vehicles with no lodging or other travel expenses, no Spend Authorization is required.

**Student Travel**

There are important risk management issues to consider when traveling with students. For all student travel, the following steps must be taken prior to the travel taking place:

1. Complete a Student Travel Authorization Form, located on the College SharePoint site under Ridgewater Forms.
2. Have the appropriate Dean/Administrator sign the Student Travel Authorization Form.
3. Create a Spend Authorization in Workday for the associated student travel.
4. Attach the approved Student Travel Authorization Form to the Spend Authorization in Workday. Your Spend Authorization will not be approved until the signed Student Travel Authorization Form is attached, and it must include a list of the student travelers.
5. If no Spend Authorization is required (i.e. using state provided vehicles with no lodging or other travel expenses), a copy of the approved Student Travel Authorization must be sent to the President's office.

All out-of-state drivers, whether employee or student, must be age 21 or over. Students traveling on a bus for a field trip or school-sponsored event are required to sign a *Release of Liability and Indemnification Agreement* and a *Student Promise to Reimburse Form* prior to travel. It is the responsibility of the

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supervising staff or faculty member to see that students have completed these forms, which are available through the employee portal SharePoint site under Ridgewater Forms. If the group is utilizing student life funds to travel, the Student Activities and Wellness Coordinator on their campus must be contacted in order to facilitate the completion of liability-related documentation.

**Responsibilities Associated with Use of College Vehicles**

- The inter-campus mail bag shall be picked up and delivered from one campus to the other when traveling between campuses.
- When traveling between campuses, carpooling is required whenever possible, including times when work schedules can be altered slightly in order to accommodate other drivers/passengers.
- The gas tank shall be filled at the completion of the travel.
- Car keys shall be picked up at the front desk of the respective campus during regular business hours of 8:00 a.m. to 4:30 p.m. the day prior. Each car has two keys so a key can be picked up even if the vehicle is in use.
- Car keys shall be returned to the front desk or designated spot the same day the car is used, even when returning after hours. For after-hour drop-off on the Willmar Campus, there is a lock box outside of Door #3 of the Student Services Building. On the Hutchinson Campus, there is a drop box on the door of the west side of the white shed at the south end of the campus.
- All vehicles should be picked up and returned the day(s) they are reserved on the campus vehicle calendar.
- Upon completion of the travel, the mileage log form located in the vehicle shall be completed.
- Employees and students are required to ensure college vehicles are kept clean by removing all trash and personal items after each use.
- Maintenance and safety issues of concern shall be reported to the College front desk or maintenance staff.
- In the event you are in a college vehicle and an accident occurs, please follow the directions provided in the vehicle.

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