

## **GCC Vehicle Guidelines and Procedures**

In accordance with the GCC BOT Policy 244, the following will be used to ensure that GCC vehicles that are owned, leased, or rented by the College follow these guidelines and procedures. These guidelines and procedures have taken into consideration 4GCA §1103 Government of Guam policy on government owned or leased vehicles.

**VEHICLE USE** - vehicle operators are responsible for the safe operation of the vehicle, and adhering to the following:

- GCC government vehicle, whether owned, leased or rented shall be used for official purposes.
- No such vehicles shall be used for the transportation of any College employee between his/her place of abode and place of employment except in connection with official duties for the convenience of the Government.
- No such vehicles shall be used to transport any persons other than any College officer or College employee, without the express written approval of the President or Division Heads.
- Operators must have a valid driver's/chauffeur's license in his/her possession at all times while operating a GCC government vehicle, leased or rented.
- Operators must drive defensively, be courteous and obey all traffic rules and regulations. Do not exceed posted speed limits. In case of inclement weather, heavy traffic, or other road hazards, operate the vehicle at a SAFE speed not to exceed the posted speed limit. Keep a safe distance between vehicles.
- GCC government vehicle, leased or rented shall be operated at all times with the daytime running lamps on, if the vehicle is equipped with daytime running lamps (DRL), or with the headlights on, in low beam, if the vehicle is not equipped with DRL.
- The GCC BOT Resolution No. 3-2006 and GCC Administrative Directive No. 2006-05, established that the College has become a tobacco product and betelnut free campus. Therefore, in line with this there shall be no use of tobacco products (including smoking) and pugua chewing in any College owned, leased, or rented vehicle.
- Departments that are assigned a vehicle shall keep a signout log of usage to include employee name, date, time, destination, and reason for usage. Also, departments must ensure that College employees allowed to use College vehicles are aware of these guidelines and procedures.
- Operators must take pride in the appearance of GCC government vehicle, leased or rented used on official business. Vehicle must be kept clean inside and out.
- Each driver and passenger of GCC vehicle must wear a seatbelt whenever the vehicle is in operation.

### ***STANDARD DECALS***

Vehicles owned, leased, or rented by the College shall be clearly be identified by either (a) a removable decal or sticker identifying the agency/department to which the vehicle is leased or (b) by a removable decal or sticker stating that the vehicle is leased by the College; and shall also be identified by the attachment of a government of Guam license plate.

### ***GCC GAS CARD***

Departments may request for government issued gas cards for the use with College vehicles. Requests must be made at the Materials Management Office with the Inventory Management Officer and must be approved by the Department Head.

### ***VIOLATIONS***

Violations of the above guidelines and procedures will be addressed in accordance with the disciplinary actions outlined in the Personnel Rules & Regulations and the Faculty Union Contract.

### ***ACCIDENTS***

All accidents involving a GCC vehicle must be immediately reported to Materials Management Office and Safety Office, a Police Report obtained, and an incident report filled out.