



Jamestown Community College Administrative Guidelines

Guideline	Vehicle Reservation and Use Guideline	Approval Date	June 30, 2026
Responsible Office	Human Resources Finance & Operations	Review Date	

1.0 Guidelines

This guideline addresses the process for reserving and using college-owned vehicles to ensure safety, accountability, and proper care of college assets while supporting cost-effective travel practices for the College.

Employees are encouraged to use college-owned vehicles for business travel whenever available to support cost savings; vehicles must be reserved through Buildings and Grounds, and only approved drivers may operate them. Users are responsible for returning vehicles in good condition by refueling the gas tank, removing all personal items and trash, and ensuring the vehicle is clean and ready for the next user. Drivers must record beginning and ending mileage, report any maintenance concerns, and return keys and credit card immediately upon arrival to the designated drop box or Buildings and Grounds office, as failure to follow these procedures may result in loss of vehicle privileges.

2.0 Procedures

2.1 Vehicle Reservations

2.1.1 To reserve a college vehicle, employees must contact the Buildings and Grounds Office at buildingsandgrounds@sunyjcc.edu.

2.1.2 Employees are strongly encouraged to utilize college-owned vehicles whenever available for intercampus and business travel. The use of college vehicles helps minimize institutional costs related to mileage reimbursement and external rentals and supports responsible budget management.

2.1.3 Only approved drivers are permitted to operate college vehicles. To become an approved driver or verify your status, contact Human Resources.

2.1.4 For travel exceeding 300 miles or lasting more than three (3) consecutive days, it is recommended that employees rent a vehicle through Enterprise using the approved rental process when a college vehicle is unavailable or not practical.

2.2 Vehicle Use Requirements. Employees using college vehicles are expected to exercise responsible care and adhere to the following expectations to ensure vehicles remain available, safe, and cost-effective for all users:

2.2.1 Before and During Use

- Operate the vehicle in a safe and lawful manner at all times.
- Promptly report any mechanical concerns or issues.

2.2.2 After Use/Return Expectations. To support shared use and avoid unnecessary maintenance or cleaning costs, the driver is responsible for:

2.2.2.1 Fuel

- Refill the gas tank prior to returning the vehicle. A college credit card is provided for this purpose. Vehicles should not be returned with low or empty fuel levels.

2.2.2.2 Cleanliness and Condition:

- Remove all garbage, personal belongings, and materials from the vehicle.
- Return the vehicle in a clean, orderly condition to ensure it is ready for the next user without additional servicing costs.
- The vehicle must be thoroughly cleaned of debris, odors, and residue.
- Any excessive cleaning needs or damage must be reported immediately.
- Drivers are responsible for ensuring the vehicle is left in a condition suitable for subsequent users.

2.2.2.3 Mileage Documentation

- Record the beginning (out) and ending (in) odometer readings on the front of the key envelope.

2.2.2.4 Reporting Issues

- Note any maintenance concerns (e.g., warning lights, unusual noises, performance issues) on the key envelope.

2.2.2.5 Key and Credit Card Return Procedure

- Keys and the college WEX credit card must be returned immediately upon arrival back on campus.
- Keys should be:
 - Placed in the designated key drop box or returned to the Buildings and Grounds Office desk.
 - Do not return keys via interoffice mail.

2.3 Compliance. The shared use of college vehicles is intended to promote efficiency and reduce costs. Employees are expected to follow all procedures to support this goal. Failure to adhere to this guideline, including proper use, cleanliness, and documentation, may result in loss of vehicle privileges and/or additional corrective action.

2.4 ADA Accommodation. Employees who require a reasonable accommodation related to use of a college vehicle should contact Human Resources. The College will provide reasonable accommodations consistent with the Americans with Disabilities Act and applicable state and federal law.