

Essex County College College Regulation

REG 2-10 TRANSPORTATION SERVICES

Purpose:

To establish standards for the transport of goods, materials, and in special cases, a driver and/or a College vehicle to facilitate the transportation of authorized College personnel, students or other designated individuals involved in College programs, services and events.

Application:

1. Transportation Service is under the purview of the Director of Facilities Management or designee. All College vehicles, except that assigned to the President, are for College use only, unless otherwise directed by the President or designee.
2. Transportation Service will provide reasonable service to the College community for both students and employees engaged in authorized College business.
3. Transportation Service will provide three major services:
 - (a) A driver to transport goods and/or people;
 - (b) A College vehicle for employees engaged in authorized College business, who possess the proper licenses; and
 - (c) Emergency services.
4. A written record of all requests and vehicle usage, excluding the President's vehicle and police vehicles, shall be maintained by the Facilities Management Department.
5. All requests for Transportation Service, excluding emergencies, must be received one week before date of use and must be approved by the appropriate Department Head and in writing.

Responsible Official(s):	Reference: <i>N.J.S.A. 18A: 64A-12(o)</i>
Regulation History: App. 3/93, Rev. 10/01, 7/11, 3/17	Attachment(s):