

ATTACHMENT A



**VEHICLE MILEAGE/TRIP LOG  
EMPLOYEE INSTRUCTIONS FOR:  
ISSUING AND ACCEPTING RETURNED VEHICLES**

Use of the college vehicles is a privilege, not a right.

Employee(s), who are delegated the responsibility for monitoring the use of College vehicles **must** comply with the following, and:

- Must** verify that vehicle user is an Authorized Operator by checking the Annual Master List that is provided by Risk Management.
- Must** verify the purpose of the intended use to ensure that the vehicle will only be used for **College business**.
- Must** ensure that the information provided on the Vehicle Mileage/Trip Log is legible and that all the information requested is included in the form (i.e. Campus/District designation, vehicle number, date of use, driver's name, driver's signature, odometer readings, cleanliness, and verifying signature).
- Is accountable** for inspecting the vehicle before and after use.
- Must** certify that the vehicle appears to be in the same condition as it was assigned, or must document any damage that is visible.
- Must** sign the Vehicle Mileage/Trip Log verifying all sections have been completed and are accurate and legible.

In accordance with **College Procedure 2410** Performance Standards and Appeal Procedure for All Professional Exempt Contractual and Support Employees, Section II B. Steps of Progressive Discipline, failure to comply with any of the above will result in the following:

- 1) First offense, **will** result in a **verbal first time counseling** session;
- 2) Second offense, **will** result in a **written counseling** with a copy placed in your **departmental file**;
- 3) Third offense **will** result in a **written reprimand** with a copy placed in the **departmental file** and a copy placed in your **Human Resources Employee File**;
- 4) Fourth offense **may** result in suspension **without pay for up to 5 days or probation up to 180 days (for full-time employees, only)**;
- 5) If a Fifth offense occurs, your **employment with** the College may be terminated.

I have read and agree to follow the guidelines outlined above.

\_\_\_\_\_  
Employee's Name (please print)

\_\_\_\_\_  
Supervisor's Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date