

Policy 625 - Motor Pool

The policy of Lower Columbia College will have passenger and fleet vehicles (referred to as motor pool) available and maintain in safe and operable condition. Motor pool vehicles will be operated by licensed drivers on official business for the College or college-related functions. The College motor pool consists of passenger vehicles and vans intended for general transportation, and trucks and specialized motor-operated equipment intended for general maintenance of and repairs to campus facilities.

Historic Information

- Reviewed by Executive Leadership Team - August 31, 2020 (requires further review - add procedures only)
- Approved - February 23, 2009
- Campus Review - February 1-22, 2009
- Reviewed by the Cabinet and Leadership Team - November 2008
- Replaces policy 803 approved - January 1989

Resource/Reference/ Procedure	Title	Unit Responsibility
State Administrative and Accounting Manual (SAAM) (www.ofm.wa.gov/accounting/saam/contents)	Transportation	VP Administration/Director of Facilities