

GRAYS HARBOR COLLEGE
Operational Policy

Subject: TRAVEL

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Operational Policy Number: 502

Date adopted: 9/16/74 Revised: 8/1/75, 1/17/95, 3/15/99, 5/16/06, 5/20/14

It is the policy of the Board of Trustees that employees and trustees are authorized to engage in approved travel to carry out official responsibilities relating to Grays Harbor College. Travel will be considered official and approved when applicable statutes, regulations and policies have been followed; this includes statutes of the state of Washington, regulations and policies of the Office of Financial Management, the State Board for Community and Technical Colleges, Grays Harbor College and any other proper regulatory body.

1. State vehicles owned or leased by Grays Harbor College shall be used for official state business only, except that reasonable and prudent private use (i.e., to seek meals) within the vicinity of the destination shall be allowed.
2. Under normal circumstances, only employees, students or trustees of Grays Harbor College and other state employees may operate or be passengers in state-owned vehicles. All operators must have valid driver's licenses.
3. Operators and passengers of college-owned or leased vehicles shall exercise prudent and reasonable care to protect the vehicles when they are in their custody and use. Drivers shall operate the vehicles in a legal and safe manner.
4. College vehicles may not be leased, loaned or rented to any persons or groups outside of Grays Harbor College or its affiliated organizations, groups or persons.
5. The president of Grays Harbor College or designee may purchase, lease, rent, exchange or dispose of vehicles on behalf of Grays Harbor College by following the applicable procedures established by proper regulatory agencies and bodies of the State of Washington.
6. The president of Grays Harbor College or designee shall develop any guidelines which are needed to administer these policies.
7. Violation of these policies, student conduct codes or the related administrative guidelines may result in the withdrawal of the right to use state-owned or leased vehicles.
8. Vehicles may be permanently assigned to individual employees only by the specific action of the Board of Trustees according to statutes, rules and regulations of appropriate agencies of the state of Washington.

Approved by Grays Harbor College Board of Trustees 5/20/14