



---

**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

---

Title: USE OF DISTRICT OWNED MOTOR VEHICLES	Code: GG0054
Policy Reference: N/A	

---

**Employee Responsibility:**

The primary use of a MATC owned vehicle shall be for official inter-district business or use associated with official business out of the District.

1. The use of a MATC vehicle by an employee who is under the influence of alcohol or drugs is strictly forbidden. Any such vehicle use will be considered a violation of work rules, and will be grounds for disciplinary action up to and including discharge.
2. All drivers and passengers in MATC vehicles are required to comply with the Wisconsin seat belt law.
3. MATC vehicles may not be used by employees for non-business mileage. Commuting is an example of such use. However, if an employee needs a vehicle for assignments that occur on weekends or when the campus is not open for business, the employee's home shall be considered as headquarters and no personal mileage shall accrue. For each such occurrence, the department administrator must authorize this exception in writing.
4. Employees are responsible for compliance with district requirements that relate to mileage reimbursement.
5. MATC owned vehicles may not be utilized for personal reasons.
6. Hauling loads with MATC vehicles that could damage the vehicle is prohibited.
7. Modifications to MATC vehicles for operating purposes may be undertaken only with the express written consent of the department manager.
8. Installation and/or use of any radar-detection device in MATC vehicles is prohibited.
9. Hitchhikers are not permitted in district vehicles.
10. Jump-starts are allowed only to start MATC owned vehicles.
11. Cell phone use by the driver while operating the vehicle is prohibited.



**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

---

Title: USE OF DISTRICT OWNED MOTOR VEHICLES

Code: GG0054

General Responsibility:

1. MATC vehicles must be serviced and maintained according to vehicle maintenance factory recommendations. Department managers are responsible for scheduling service and maintenance of department vehicles. Warranty work shall be done by an authorized dealer.
2. If a major breakdown occurs on the road (e.g., blown engine or transmission failure) drivers should contact the department manager for assistance and instruction for repair.
3. All vehicles must receive a complete safety check each year. Department managers are responsible for coordinating the safety checks and authorizing necessary repairs.
4. Drivers are responsible for immediately reporting to the department manager and to the Risk Manager all accidents or damage to district vehicles. The Accident Report Form (Appendix 1) must be completed immediately following any incident involving a MATC vehicle. An insurance card (Appendix 2) and Accident Report Form should be located in the vehicle glove box. Reports must also be made to local law enforcement personnel. Unreported damage to a vehicle shall be considered grounds for disciplinary action. Vehicles have an Auto Incident Kit in the glove compartment, which contains forms and instructions for reporting any incident. Call the Risk Manager (262) 238-2305 for replacement kits.

**YOU MUST REPORT IMMEDIATELY BY TELEPHONE IF:**

You are involved in an incident with:

- Any bodily harm
- Any rear-end collisions of another occupied vehicle, or
- Any property damage

DURING WORKING HOURS, CALL the Department Manager and Risk Manager at (262) 238-2305.

DURING NON-WORKING HOURS, CALL MILWAUKEE CAMPUS EMERGENCY RESPONSE CENTER (414) 297-6588.



**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

---

Title: USE OF DISTRICT OWNED MOTOR VEHICLES

Code: GG0054

Reporting Other Vehicle Problems

Please notify department manager as soon as practical of any problem(s) with the vehicles that you think might be a safety hazard.

Coverage – General Information

MATC provides automobile insurance protection for employees acting within the scope of their employment and for all district vehicles.

Comprehensive protection covers other district vehicle damage including fire, water, and vandalism.

Collision protection covers district vehicle collisions with other vehicles, property or animals, and vehicle overturns.

Liability protection covers negligent acts of district employees while acting within the scope of their employment.

Medical and hospital expenses are paid for all district employees in work status. Worker's compensation provisions apply. Passengers who are not district employees may make a claim against the driver at fault based on liability (negligence).

**Personally Owned Vehicles Used for MATC Business**

Medical and hospital expenses for district employees are provided. Worker's compensation provisions apply.

NO COVERAGE is provided for vehicle repairs to an employee's personal vehicle. Owner is responsible for repairs. Driver should report accident to his/her insurance company.

Repairs to other vehicles involved in an accident are also the responsibility of the employee. (The district may provide protection when the owner's collision and/or liability coverage is exhausted).