

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	COLLEGE VEHICLE REGISTRATION AND INSPECTION	06-1002	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-6.2 Safety and Traffic Control	May 18, 2022		

Purpose

The purpose of this procedure is to provide a process for the registration and inspection of College owned vehicles.

Procedure

- A. Upon receipt of a new College vehicle the Downtown Campus Campus Facilities Director ensures that the vehicle is inspected and prepared to be transferred to the appropriate vehicle custodian. The Campus Facilities Director also ensures that the registration of the vehicle is processed indicating a special designated tag and a title in the name of the District Board of Trustees.
- B. Registration:
1. At the time the new college vehicle is received, the vendor supplies the title, which is partially completed by the vendor. The College later completes the title information in the presence of the Department of Motor Vehicles (DMV). The College provides along with the title, proof of insurance, FEID Number, Tax Exempt status and a check for processing the title and registration.
 2. Once processed the DMV mails the title and registration to the College and the original documents are maintained in the Downtown Campus Facilities office.
- C. Inspection:
1. The Campus Facilities Director, or designee inspects the vehicle. The vehicle is assigned a college vehicle number for tracking purposes, and the numbered decal is applied to the vehicle.
 2. The vehicle is then transferred to the vehicle custodian along with a copy of the registration and the appropriate College paperwork for operation of the vehicle.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: November 13, 1980

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