



**12.06.00      DRIVING PRIVILEGES**

**Division:**      **College Employees**  
**Adopted:**      **08/2013**  
**Revised:**      **04/2019, 01/2024**  
**Reviewed:**

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Joliet Junior College must ensure that the operation of College vehicles is done in a manner that minimizes risk to the general public as well as to our employees and students. This policy which governs the use of Joliet Junior College vehicles is intended to support safe and prudent use of College owned, leased, and donated or rented vehicles, as well as personal vehicles used on College Business. College Business is defined as those activities that further the mission of the College and, in the case of an employee of the College, are within the scope and authority of that person’s employment or for activities for which they are seek mileage reimbursement.

Joliet Junior College recognizes the importance of public confidence in individuals authorized to drive vehicles for College purposes. All employees, driving any vehicle for college-related activities must comply with applicable laws by: not driving with an inactive, canceled, suspended or revoked license; maintaining appropriate liability insurance; refraining from driving while distracted or under the influence of alcohol or drugs; abiding by any applicable license restrictions; and driving lawfully and courteously. All employees must report any loss, suspension or revocation of their license to their immediate supervisor.

**Related Institutional Procedures:**

12.06.00.00 Driving Privileges