Mesabi Range College provides some transportation through leasing of vehicles for student, faculty, and staff’s use.

- Anyone who will be driving a MinnState/ Mesabi Range vehicle must have a valid Minnesota Driver’s license and be 19 years or older.

- Any person requiring the use of Mesabi Range vehicles must have been approved by the MinnState Fleet Safety Program. (Please see Lisa DePaulis for forms and procedures or go to the Q-drive under Forms)

- Students requiring driving the Mesabi Range vehicles must also have been approved by the MinnState Fleet Safety Program.

- Only college employees and students are allowed to travel in college vehicles. All other passengers are prohibited.

- Vehicles are not for rent for another business/personal use/ or non-approved college event.

**PREFERENCE FOR USE OF VEHICLES:**

- **Student functions** and transportation of students take priority over any other function for use of the the vehicles.

- Next preference will be given to requests involving the number of staff or faculty members and the distance being traveled.

- Finally, the last preference will be on a “first come” basis.

*If a college vehicle is not available for your use, you will be reimbursed for the use of your personal vehicle at the current Federal IRS mileage rate.*

Submitted to Shared Governance on 8-21-2019
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