Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM's are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at [http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf](http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf).

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the **Windward Community College Policy Manual** is found at [http://windward.hawaii.edu/Policies/Campus/](http://windward.hawaii.edu/Policies/Campus/). This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The **1995 paper "WCC Policies" documents are no longer in use.**

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

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WINDWARD COMMUNITY COLLEGE
Administration, Facilities

OPERATION AND USE OF WINDWARD COMMUNITY COLLEGE'S
CUSHMAN HAULSTER VEHICLE

1. Purpose:
To establish the policy and procedures governing the use and operation of the Cushman Haulster Vehicle.

2. Policy:
   a. The vehicle shall be operated only within the WCC campus grounds.
   b. The operation and maintenance of the vehicle shall be under the direct supervision and control of the Director for Administrative Services, or his designate.
   c. The vehicle shall be used primarily for ground and building maintenance operations.
   d. All requests for "other uses" of the vehicle shall be made directly to the Director for review and approval. Because the primary use of the vehicle is for maintenance operations, requests for "other uses" shall be accommodated on the basis of availability.

3. Guidelines for "Other Uses":
The vehicle may be used for, but not limited to, the following:
   a. Movement/transportation of office equipment and furnishings.
   b. Movement/transportation of instructional supplies and equipment.
   c. Movement/transportation of other large, heavy, or bulky items.
   d. Pickup and delivery of library materials, e.g., books, films and other reading materials.
   e. Pickup and delivery of bulk mail.

4. Procedures:
   a. All requests shall be initiated by obtaining a "Haulster Vehicle Use Request Form" at the Director's office.
   b. Completed forms are to be submitted to the Director at least three (3) working days in advance of the anticipated date of use to allow for any rescheduling problems that may arise.
   c. If the request has been approved, the requestor shall present the approved request form to the Business Office which will provide instruction on the use of the vehicle and issue the ignition key.
   d. The requestor will be responsible for the safe operation of and the return of the vehicle and key to the Business Office.

5. Effective Date:
This policy guideline is effective as of August 1, 1995.

Peter T. Dyer
Provost