

MOTOR VEHICLE

A. Driver's License Requirements

No employee of the college shall be permitted to operate a college vehicle unless he/she possesses a valid driver's license and has been approved by the college insurance company. If an employee who is required to drive a college vehicle has had driving privileges suspended or license revoked, the employee must report this condition to the supervisor immediately. Employees who drive college vehicles must have completed safety training offered by Campus Police, and must be at least 22 years of age for insurance purposes.

B. Use of College Vehicles

Employees have responsibility to always operate a college vehicle in conformance with the applicable motor vehicle laws, all local ordinances, and within the guidelines of this chapter of the Safety Manual.

It is the driver's basic responsibility to make sure the vehicle is in safe operating condition before starting each trip. The employee shall check all lights, horn, windshield wipers and washers, brakes, tires, gas, rearview mirrors, seat belts, and windows for clear visibility. In winter, a windshield scraper will be available.

Seat belts and shoulder harnesses shall be worn by the driver and all passengers in college vehicles whenever the vehicle is in motion. Employees who drive their personal vehicles for college business or who are passengers in personal vehicles being used for college business shall also wear seat belts and shoulder harnesses.

Employees should always operate vehicles in a manner that is considered lawful and safe. An emergency call does not permit the driver to disregard traffic laws and regulations.

The driver shall ensure that the number of passengers does not exceed the designed capacity of the vehicle. The number of passengers should be considered in determining an appropriate load and excessive loading must be avoided. Luggage/cargo carried inside a van should be packed as close to the floor as possible and may not be stacked above the level of the seat backs. No loading may be done on the roof of the vehicle. (NOTE: For 12-15 passenger vans, the college has designated 9 including the driver as the capacity.)

When the college is closed due to inclement weather, college-owned vans are not available for use. Neither are employees authorized to rent or lease vans in lieu of college vehicle availability during times when the college is closed or to return to campus from out-of town destinations in college-owned vans when road conditions have caused the college to close. Safety of passengers is the first concern in all college-related travel.

A driver shall not drive for more than four consecutive hours without taking a twenty-minute break or relief from driving.

Drivers must report needed repairs or suspected problems to the Physical Plant.

C. Accident Reports

Any accident, regardless of the extent of damage, involving a college vehicle, should be investigated by a Police Officer with jurisdiction in the area. The Vice President of Finance & Administration is also to be informed of any accident.

For more information on motor vehicles, refer to the following policies on the college website:

E-XII – Campus Motor Vehicle Regulations

E-XIII – Transportation Management

E-XXIV – Use of College Vehicles