Department of Public Safety

College Vehicle Faculty/Staff Use Policy

PURPOSE:

The purpose of this policy is to ensure the safety of those employees who drive college vehicles and their passengers as well as to provide guidance on the proper use of college vehicles. Driving a college vehicle, rented vehicle, personal vehicle on behalf of the College is a privilege not a right. The safety of passengers, pedestrians and others is every driver's highest priority.

SCOPE:

Anna Maria College expects each driver to drive in a safe and courteous manner. The driver must obey all state laws of the state(s) through which he/she is driving. He/she must enforce within the vehicles all college policies. It is the driver's responsibility to operate the vehicle in a safe manner and drive defensively to prevent injuries and property damage. Employees must have a valid and current driver's license and on file with the Public Safety Office and have signed this policy to operate a college vehicle or a personal registered vehicle with current auto insurance while on college business. The Chief of Public Safety oversees the credentials of drivers of all college vehicles. The Physical Plant in conjunction with the Public Safety Office authorizes and schedules the use of college vehicles. The College Vehicle Usage form must be filled out prior to the start of your trip. Motor vehicle records will be obtained on all drivers prior to employment and reviewed annually. A driving record that is considered to be in violation of the intent of this policy will result in a loss of privilege driving a college vehicle.

PROCEDURES:

The use of a college vehicle while under the influence of intoxicants and other drugs(which could impair driving ability) is prohibited and is sufficient cause for discipline, up to and including termination of employment. Please refer to the Alcohol and Drug Policy and the Drug Free Work Place Policy for further information.

Drivers will:

1. Have a valid driver's license.
2. Will be eighteen years of age or older.
3. No driver shall operate a college vehicle when his/her ability to do so safely has been impaired by illness, fatigue, and injury or prescription medication.
4. Use College vehicles for authorized business only. Drivers will not permit any unauthorized person to drive the vehicle. Unauthorized drivers may be personally liable for any accident or loss.
5. Use seat belts or other available occupant restraints and require all occupants to use seat belts or occupant restraints, in accordance with state laws and not operate the vehicle unless all occupants are wearing the appropriate restraints and do not permit total occupancy to exceed the number of seat belts.
6. Operate the College vehicle in accordance with College regulations, as may be provided to the driver in writing or verbally, and know and observe all applicable traffic laws, ordinances and regulations.
7. Drivers must report all ticket violations received during the operation of a college vehicle or while driving a personal vehicle on college business.
8. Use safe driving principles, practices and techniques at all times.
9. Not transport unauthorized passengers such as hitchhikers. Not transport any alcohol (unless specifically permitted, e.g. dining or conference services), drugs, or other contraband in any College vehicle.
10. The driver is responsible for the security of the college vehicle and must turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
11. Not drive the vehicle at speeds that are inappropriate for road conditions.
12. Not use a cell phone (including texting, PDAs, computers or any other device) when the vehicle is moving. If the driver must make or take a call or text message, the vehicle must be safely stopped and secured, before using a cell phone.
13. Not drive the vehicle "off road" unless it is appropriate for that use.
14. Before leaving the parking area or garage, particularly with a rental vehicle or one that you do not ordinarily drive, be satisfied that the following parts and components are in good working order:

    - Service Brakes
    - Parking Brakes
    - Steering Mechanism
    - Lights/Reflector Devices
    - Tires/Wheels
    - Horn
    - Windshield Wipers/Washers
    - Rear-Vision Mirrors
    - Coupling Devices (if applicable)

    Report any defects immediately to the Physical Plant to determine if the vehicle is safe to operate.

15. The driver is responsible to contact the Public Safety Officer if there is an immediate safety hazard while driving the vehicle.
16. Not allow animals (with the exception of service animals) in college vehicles.
17. Not allow use of Cigarettes/tobacco in college vehicles.
18. Drivers are responsible for returning the vehicle in a clean condition. A $50.00 charge will be imposed if the interior of the vehicle is returned dirty. All trash and personal belongings need to be removed from the vehicle before returning it. Inspect the vehicle prior to leaving campus, and if the vehicle is not clean, please report it to Physical Plant during business hours and Public Safety for after hours pickups.

- **How to Become a Credentialed Driver at AMC**

In order to comply with the insurer's requirements that we credential drivers, we must collect from each person who is to be authorized to drive a College-owned, leased or rental vehicle (including motorized equipment and/or unregistered equipment):

1. A signed, completed Motor Vehicle Record Disclosure and Release.
2. A photocopy of each person's driver's license.
3. A signed agreement of the Faculty/Staff Vehicle Safety and Usage Policy.

The College provides the insurer with a comprehensive list of these drivers, including their names, dates of birth, driver's license numbers and state of issuance. Our insurer will use this list to check the status and history of all authorized, credentialed drivers.

Individuals who are affected by this requirement are those who:

- Must drive as an essential part of their duties and responsibilities.
- Have a College vehicle specifically assigned to them.
- Drive a College owned, leased, rented or personal vehicle on college business, including motorized equipment and/or unregistered equipment.
- Carry passengers in College-owned, rented or in personal vehicles as part of College business.
- Regularly or frequently drive their personal vehicle on College business.

- **Accident Procedures General Overview:**

COMPLETE OVERVIEW: REFER TO THE COLLEGE POOL VEHICLE POICY AVAILABLE ON THE PUBLIC SAFETY AND COLLEGE POLICY WEBSITES

All accidents in college vehicles regardless of the severity must be reported to the police in the jurisdiction that the accident occurred and the Anna Maria College Department of Public Safety.

1. All accidents in personal vehicles while on college business must follow the same accident procedures.
2. Accidents are to be reported immediately from the scene.
3. Complete the form located in the Vehicle Accident Packet.
4. Post-Accident testing of a driver may be conducted after an incident involving a motor vehicle being driven on College business in which there is either a fatality, an injury treated away from the scene, or a vehicle being required to be towed from the scene. Tests will be conducted after accidents on drivers in College vehicles or in private vehicles used for College business in an accident where a citation for a moving traffic violation was given the driver, and for all fatal accidents even if the driver is not cited for a moving traffic violation. Alcohol tests should be conducted within 2 hours, but in no case more than 8 hours after the accident. Employees must refrain from all alcohol use until the test is complete. Post-accident drug tests must be conducted within 32 hours. Information regarding post accident drug testing will be provided upon contact with the Department of Public Safety.

This document is not an exhaustive listing of cautions, laws and policies a driver must follow to safely operate a vehicle. There is no substitute to careful, responsible consideration when operating a motor vehicle. Anna Maria College expects all persons driving College vehicles to exercise all due diligence. Drivers are responsible for any and all tickets/citations/fines received when driving a College vehicle that are a result of the driver's action or inaction.

Anna Maria College retains the right to change, modify, suspend, interpret or cancel in whole or in part any of this policy without advance notice, in its sole discretion and without having to give cause or justification to any employee.

I have read, understand and agreed to the Anna Maria College "Faculty and Staff Vehicle Safety and Usage Policy. I understand and accept responsibilities as a driver of a college vehicle and will meet these to the best of my ability. I understand that failure to follow this policy will result in suspension of my driving privileges and other appropriate disciplinary action up to and including termination as determined by the College.

Print Name: **Date:**

Signature:

To be complete, a copy of your driver's license must be attached.