ANNA MARIA COLLEGE

Office of Public Safety
College Vehicle Use Policy

1. To be eligible to reserve and operate a College vehicle, the driver must:
    a. Be a registered, full time undergraduate student in good standing with the College <u>or</u>
    b. Be a current employee of the College
    c. Present a valid, permanent U.S. driver's license to Public Safety (at least 5 working days prior to reserving a vehicle for the first time; students must do this each academic year)
    d. Be at least 18 years of age
    e. Have a 3 year clean driver's record
    f. Use the vehicle for official College business only
    g. Pass the Public Safety vehicle operation check ride (students only)
    h. Read and follow this Policy
    i. Sign a copy of the "College Vehicle Student Use Policy" with Public Safety (students only)
2. Only drivers that have complied with the above are the authorized reserve (from Physical Plant) and to pick up the keys (from Physical Plant or, if closed, from Public Safety) for a College vehicle. The "driver(s)" are the only persons allowed to operate the vehicle. The "driver(s)" are responsible for the vehicle and all passengers.
3. The driver must obey all state laws of the state(s) through which he/she is driving. He/she must follow and enforce within the vehicle all College policies.
4. The driver shall not transport a child (person under the age of 12 years of age) unless the parent/guardian accompanies the child. All children riding in College vehicles must be in the appropriate car seat or booster seat as required by Massachusetts state law. Parents/guardians are responsible for providing the appropriate device, securing it in an approved manner and maintaining compliance with all Child Safety Seat laws as revised on July 11, 2008. Information about child safety restraints may be found at http://www.mass.gov/rmv/dmanual/chapter3.pdf.
5. All persons riding in a College vehicle shall wear appropriate seat belt restraints at all times when the vehicle is in motion. The driver of the vehicle shall not transport any person who refuses to wear appropriate restraints.
6. The driver is responsible for obeying all traffic laws and vehicle codes. He/she shall at all times exercise caution, courtesy and restraint. All the driver's attention shall be at all times on his/her driving and the safe operation of the vehicle. The driver will transport only individuals known to the College and will, at no time, give transportation to a "hitch hiker."
7. The driver shall not drive through standing water regardless of how deep he/she feels it may be.
8. The driver shall not use a cell phone while the vehicle is in any gear but "park." This includes hands free devices. Head phones are not allowed while driving any vehicle by State law.
9. The driver shall remove keys and lock the vehicle whenever the vehicle is left unattended.
10. The driver shall make sure that the following are not brought into or used in or on the vehicle:

a. Alcohol
b. Controlled substances
c. Weapons, explosives, propane tanks and any other material that may cause harm or explosion
d. Cigarettes/tobacco products (may be brought on board, but may not be used in the vehicle)
e. Animals (with the exception of service animals)
f. Tape or markers (may be carried, but not used on any vehicle surface)

11. If the vehicle is involved in an accident, the driver is responsible for:
    a. Contacting the appropriate Police Department to report the crash and to obtain medical help for any injured parties
    b. Obtaining the appropriate paperwork (other operator's information, accident report from Police Department)
    c. Contacting AMC Public Safety, 508-494-9010, as soon as safely possible to report the accident including the names of those involved (including passengers in the College vehicle)
    d. Reporting to AMC Public Safety the location of the vehicle if it has to be towed
    e. Following any other College policies regarding accident or injury
12. The driver is responsible for:
    a. Returning the vehicle in clean condition ($50 minimum fine for returning a vehicle with trash)
    b. Removing all personal items from the vehicle
    c. Returning the vehicle with at least ¾ tank of gas
    d. Reporting any mechanical difficulties or concerns
    e. Returning all keys and credit cards to Public Safety
    f. Completing the "Vehicle Usage Form" and returning it to Public Safety
    g. Parking the vehicle in the designated location on campus and securing it
13. In the case of inclement weather, the Director of Public Safety shall determine if a vehicle may be taken by a student driver. If the College is closed due to inclement weather, no student driver will be allowed to take out a College vehicle. Employees taking College vehicles in inclement weather are urged to use good judgment on whether or not to proceed with the trip.

This document is not an exhaustive listing of all 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. Any driver that fails to follow this policy shall lose his/her privilege to drive a College vehicle and may face other appropriate disciplinary sanctions depending on the violation(s). 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.

Adopted 10/19/08
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