

# Saint Joseph's College Policy Guidebook

**Human Resources**  
**Section Name:** Work Rules  
**Section Number:** 5.05  
**Effective Date:** 1/1/2020

## **SUBJECT: Guidelines for Use of College Vehicles**

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### **Purpose:**

The following guidelines for the operation and maintenance of motor vehicles have been adopted in accordance with the desire of Saint Joseph's College (SJC) to provide a safe and healthy environment for students, employees, and visitors. This policy is intended to safeguard people, protect equipment, reduce operating costs, and reduce the frequency and severity of accidents involving SJC Vehicles both on and off campus. Driving an SJC Vehicle is a privilege. Saint Joseph's College reserves the right to deny or revoke driving privileges in the event that the College determines that the individual's use of the SJC Vehicle poses a risk to the College or the public.

SJC Vehicle is defined as: any owned or leased vehicle by the College and/or any vehicle rented for SJC business and intended to be insured by the College's automobile insurance policy.

Denial or Revocation of Driving Privilege may occur for issues with the following:

- MVR-Motor Vehicle Record
- At-Fault Accident-Accident that is deemed chargeable or is on the driver's MVR Violation
- Any motor vehicle driving violation other than a parking ticket

### **Applicable to:**

This policy applies to every College employee, student, or any person to whom the College grants the privilege of operating an SJC Vehicle.

### **Eligible Driver Classifications:**

In order for an individual to be ("Eligible") to drive an SJC Vehicle, the individual must fall within one of the classifications below:

- A. An SJC employee who is a licensed driver, 18 years or older and authorized to drive by their supervisor.
- B. An SJC student who is a licensed driver, 18 years or older, and is authorized to drive by their Department Head in direct performance of business. Under no circumstances will students, or someone who is no longer employed by or enrolled at the College be considered to be Eligible.

Even if an individual meets the requirement to be Eligible, the College will not grant the privilege to drive SJC Vehicles unless the driver meets the requirements set forth in this Policy.

**Policy:**

**Driver Requirements**

SJC may grant the right to drive a College Vehicle to a driver, if the driver is Eligible and meets all of the criteria set forth in section A and does not violate any provision of Section B. The College may revoke a driver's right to drive a College Vehicle in the event that the driver fails to meet the criteria set forth in Section A, violates any provision in Section B, fails to follow the requirements of this Policy, or for any reason that the College deems the driver to be ineligible to operate an SJC Vehicle.

- A. All drivers must comply with the following:
  - a. Have a valid United States driver's license for the class of SJC Vehicle that the individual drives or seeks to drive.
  - b. Immediately notify their supervisor or manager if their driver's license has been suspended or revoked or has had limitations placed upon it. The supervisor must notify Campus Safety.
  - c. Meet the insurability standards set by the College's automobile insurance carrier.
  - d. Observe all applicable federal, state and local motor vehicle laws, ordinances, and regulations (which includes Hands-Free driving at all times)
  - e. Report all incidents in accordance with procedures outlined in Section V. (Accident Reporting and Analysis) and cooperate in any investigation of the incident and any subsequent proceedings.
  - f. Wear a seatbelt at all times and ensure that all passengers do so as well.
  - g. Operate the vehicle in a courteous and safe manner.
  - h. Submit a completed MVR release form authorizing the College to check the driver's MVR.
  - i. Maintain a motor vehicle record that meets the College's standards set forth in this policy ("Acceptable Motor Vehicle Record").
- B. All persons granted the privilege of operating a College Vehicle may **NOT** engage in the following:
  - a. Knowingly operate an unsafe vehicle.
  - b. Offer rides to hitchhikers or person unknown to the driver.
  - c. Unauthorized personal use of the College's Vehicles.
  - d. Permit unauthorized persons to ride in College Vehicles.
  - e. Smoke in College Vehicles.
  - f. Consume or be under the influence of alcohol or any substance that may cause impairment while operating a College Vehicle.
  - g. Engage in any activity that exposes a risk to the College or the public.
  - h. No shouting, obscene gestures or other distracting or similarly inappropriate behavior will be allowed.

## Procedures:

- A. The College actively encourages student drivers to only use SJC vehicles when driving for College business. Should, however, the student choose to use his/her vehicle, that student's auto liability insurance will be primarily responsible for damages, should an accident occur.
- B. Before the College shall grant the privilege to drive an SJC Vehicle, the College must determine that the individual is Eligible to do so and has met the requirements of this Policy, including having an Acceptable Motor Vehicle Record.
- C. In order to make a determination that a driver has an Acceptable Motor Vehicle Record, the driver must submit a copy of his/her Driver's License and a completed MVR release form to the Office of Campus Safety authorizing the College to obtain the driver's MVR at a minimum of three weeks before the applicant needs to drive an SJC Vehicle.
- D. The College may at any time review a driver's MVR to determine if the driver still has an Acceptable Motor Vehicle Record. The College expects to review the driver's MVR at the time of hire, annually or at a more frequent interval, for the purpose of ensuring Eligibility to operate an SJC Vehicle. Refusing to provide necessary paperwork for an MVR review will make the driver ineligible to operate a College Vehicle.
- E. If a new employee's position requires that the new employee operate a College Vehicle, Eligibility will be contingent upon the College determining that the new hire has an Acceptable Motor Vehicle Record and meets the requirements of this Policy.
- F. The College will determine that a driver has an Acceptable Motor Vehicle Record by reviewing 2 categories of Violations:
  - a. Type 1 - If the driver has been cited for any one of the following Violations within the prior five years, the driver will, at a minimum, no longer have an Acceptable Motor Vehicle Record and will not be permitted to drive an SJC Vehicle:
    - Reckless Driving or Driving-to-Endanger
    - Driving under a suspended or revoked license
    - Any Hit and Run, eluding a police officer or fleeing the scene of an accident
    - Vehicular homicide or assault with a motor vehicle
    - Use of a motor vehicle in the commission of a felony
    - Driving Under the Influence (DUI), Driving While Intoxicated (DWI) or operating a vehicle while impaired
    - Filing a false accident report. Commission of any of these offenses may also subject the driver to action as outlined in the Performance Improvement Policy, up to and including termination. Once five years has elapsed since the date of the Violation(s) listed above, the College will no longer consider the Violation in its determination of whether the driver has an Acceptable Motor Vehicle Record
    - Excess speed over 15 mph of posted speed limits

- b. Type 2 - If the driver has been cited for or involved in the following listed below, the driver will, at a minimum, no longer have an Acceptable Motor Vehicle Record and will not be permitted to drive a College Vehicle:
- More than 3 Violations other than those listed above
  - Two (2) or more At-Fault Accidents
  - A combination of Violations from those listed above or At-Fault Accidents so that the total number is four (4) or more.

Commission of any of these offenses may also subject the driver to action as outlined in the Performance Improvement Policy, up to and including termination. Once three years has elapsed from the date of the Violations or the At-Fault Accident (s), the College will no longer consider the moving violation (s) or At-Fault Accident (s) in its determination of whether the driver has an Acceptable Motor Vehicle Record.

- G. The College may at any time review the activities or MVR of a driver to determine whether the driver meets the requirements of this Policy and is still permitted to drive an SJC Vehicle.
- H. Drivers receiving traffic citations or violations while operating an SJC Vehicle shall be responsible for paying in full any outstanding fines in accordance with all applicable federal, state and local laws.

### **Accident Reporting and Analysis:**

The purpose of the accident investigation is to determine what factors, conditions, and/or practices contributed to the accident involving a College Vehicle, so that proper action can be taken to prevent recurrence. A complete accident investigation includes gathering pertinent data and making objective evaluations of facts, statements, and related information, which should lead to recommendations for preventive measures. An insurance identification card and accident information kit, located in the glove compartment of all College Vehicles, lists the procedures to follow when involved in an accident.

#### A. Reporting

- a. In the event of an accident:
- i. Stay at the scene of the accident, check for personal injury, and seek medical attention if necessary.
  - ii. Set emergency signals to prevent further damage or injury.
  - iii. Call the local police and notify your supervisor immediately. In the event the accident is on campus, notify the Department of Public Safety as well.
  - iv. Stay calm. Be courteous. Avoid arguments. Secure assistance of police and request that an accident report be completed. Make no statement concerning the accident to anyone except the police. Obtain the police officer's name and badge number. Do not admit fault, make no promises, settlement, or excuses.

- v. Record the names, addresses, and phone numbers of the occupants of involved vehicles and all witnesses. Please use a camera or camera on a cellphone, if possible, to take pictures of the scene, damage, and relevant items.
  - vi. Obtain the names, addresses, and phone numbers of all persons injured, regardless of how minor the injury. Try to learn where the injured were sent.
  - vii. Record the insurance carrier of the other party, policy number, agent's name, address and phone number.
  - viii. Drive vehicle only if it has been determined by law enforcement authorities to be safe to do so.
  - ix. Before leaving the accident scene, verify that all the facts have been obtained.
- b. Campus Safety must be notified within 24 hours of the accident. A completed Driver Accident Report form, as well as the Public Safety report (if applicable) must be submitted to Campus Safety no later than two (2) business days of the accident. A police report must be submitted to Risk Management no later than seven (7) business days of the accident. It is the responsibility of the driver and/or supervisor to obtain the necessary police and Public Safety reports.
  - c. SJC will charge departments the insurance deductible for repair work caused from an accident involving a College Vehicle.

#### B. Investigation

The Office of Campus Safety will determine if further investigation is needed.

##### a. At-Fault Accidents and Violations

The Director of Campus Safety and Emergency Preparedness will review the facts relating to the accident or violation to:

- i. In the event of an accident:
  - 1. Determine if the accident was chargeable or non-chargeable.
  - 2. If it is determined that the accident was chargeable, then the accident will be deemed an At-Fault Accident and used to evaluate whether the driver continues to have an Acceptable Motor Vehicle Record.
  - 3. In the event of a Violation:
    - a. The driver's MVR will be reviewed in conjunction with the new Violation to determine whether the driver continues to have an Acceptable Motor Vehicle Record.
- ii. The driver will be notified and his/her supervisor (if an employee) of the findings and required actions. Required actions may include training, suspension and/or revocation of driving privileges.
- iii. In the event that driver refuses to cooperate in the reporting and investigation of the accident or provides false information, the accident shall be deemed an At-Fault Accident.

**Training:**

The College reserves the right to require training for all drivers. SJC's Campus Safety Department conducts the road familiarization course on Mondays, between 8:30-4pm (with Tuesdays during the same period as a back-up course time). If the College determines that such training is necessary and the driver fails to complete the training within 90 days of notification by the College, the College shall revoke the driver's privilege to drive an SJC Vehicle.

**Vehicle Inspection:**

- A. Drivers must complete a "walk-around" check of the SJC vehicle that they will use for body damage prior to each use and immediately report any signs of new body damage to their supervisor and the Office of Campus Safety.
- B. Drivers who suspect that the vehicle is unsafe must report it to their supervisor. The vehicle is not to be driven until the safety issue has been addressed.

**15-Passenger Vans:**

1. No one is permitted to purchase, lease or rent 15-passenger vans for College activities or business.
2. 15-passenger vans currently owned by the College may be used only if retrofitted by the Facilities Management Department and driving loads are restricted to 12 occupants or less, including the driver.
3. Forward seats should be loaded first at all times. Do not leave a front bench seat unfilled while placing passengers in a rear bench seat.
4. Storage is NOT permitted on the roof of the van. Storage behind the last row of seats must be limited to 100 pounds.

**Inquiries regarding this policy can be directed to the Office of Campus Safety.**