



# Motor Vehicle Operator Policy

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## **I. Purpose**

The purpose of this policy is to set forth the requirements applicable to all drivers of Saint Joseph's College (SJC) owned, leased, or rented vehicles or of personal vehicles while on College business. The policy is intended to ensure the safety of drivers, passengers, the public as well as minimize losses, damages, and claims against the College.

Driving a Saint Joseph's College owned, leased or rented vehicle is a privilege and the College reserves the right to deny or revoke the driving privileges of any driver in the event that the driver does not meet the requirements of this policy.

## **II. Scope**

The policy applies to all College faculty, staff and students to whom the College grants the privilege of operating a College owned, leased, or rented vehicle.

## **III. Driver Eligibility**

Driver's must be at least eighteen (18) years of age, have had a US driver's license. Approved drivers are required to report any change in license status (e.g., convictions, license suspended or revoked) to their supervisor immediately.



#### **IV. Driver Requirements and Procedures**

The College may grant the right to drive an SJC vehicle, if the driver is eligible and meets the criteria set forth in this policy. The College reserves the right to deny, suspend, or revoke privileges to drive a College owned, leased or rented vehicle, based on the initial or subsequent review of the motor vehicle record (MVR) for any faculty, staff or student requesting eligibility per the eligibility requirements and expectations set forth in this policy.

- A. All drivers must comply with the following:
  - 1. Have a valid US driver's license.
  - 2. Immediately notify their supervisor or manager if their driver's license has been suspended or revoked or has had limitations placed upon it.
  - 3. Meet the insurability standards set by the College's automobile insurance carrier.
  - 4. Observe all applicable federal, state, and local motor vehicle laws, ordinances, and regulations.
  - 5. Report all incidents in accordance with procedures outlined in this policy and cooperate in any investigation of the incident and any subsequent proceedings.
  - 6. Always wear a seat belt and ensure that all passengers do so as well.
  - 7. Operate the vehicle in a courteous and safe manner.
  - 8. Inspect the vehicle for body damage prior to use and report any damage to Campus Safety.
  
- B. Approved drivers may not engage in the following:
  - 1. Knowingly operate an unsafe vehicle.
  - 2. Transport hitchhikers or others unknown to the driver.
  - 3. Sign-out the vehicle for personal use.
  - 4. Permit unauthorized persons to ride in the vehicle.
  - 5. Smoke in the vehicle.
  - 6. Consume or be under the influence of alcohol or any substance that may cause impairment while operating the vehicle.
  - 7. Engage in any activity that exposes a risk to the College or public.

- C. Individuals who drive his or her personal vehicle on SJC business or to/from a College activity is responsible for his or her own safety as well as the safety any passengers. The College bears no responsibility for the operation or operating condition of personal vehicles and expects drivers of personal vehicles to comply with applicable local, state, and federal laws.
- D. Before the College shall grant the privilege to drive an SJC vehicle, the College must determine that the individual is eligible and has met the requirements of this policy, including an acceptable MVR.
- E. To determine that a driver has an acceptable MVR, the student or staff member must submit a copy of his/her driver's license and a completed Vehicle Driver Application to Campus Safety authorizing the College to obtain the MVR.
- F. After the initial required MVR check, the College may rerun a driver's MVR at any time to determine if the driver still has an acceptable driving record.
- G. If a new employee's position requires operating a College vehicle, eligibility will be contingent upon the College determining that the new hire has an acceptable driving record and meets the requirements of this policy.
- H. To be authorized to drive for the College, the following criteria will be applied:
  - Have had least two (2) years of being licensed and clean MVR.
  - Have no more than two (2) moving violations (speeding, failure to come to a complete stop, etc.).
  - No suspensions, operating under the influence, driving to endanger, or using mobile device.
  - Driving privileges will be denied or revoked if convictions appear in the applicant's MVR within the past three (3) years from the date of the first violation.
- I. Departments will be held responsible should an accident occur involving an unauthorized driver. The department will be expected to pay the deductible amount for any insurance claim that may arise.
- J. 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.

## V. Accident Reporting and Review

The purpose of the accident investigation is to determine what factors, conditions, and/or practices contributed to the accident, 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. The insurance identification card and accident information kit (including accident form) and located in the glove compartment of the vehicle.

- i. Accident Procedures for Drivers
  - 1. Stay at the scene of the accident, check for personal injury, and seek medical attention if necessary.



2. Set emergency signals to prevent further damage or injury.
3. 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.
4. Stay calm. Be courteous. Avoid arguments. Secure assistance of law enforcement 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.
5. Record the names, addresses, and phone numbers of the occupants of involved vehicles and all witnesses. Take pictures of the scene and damage.
6. Obtain the names, addresses, and phone numbers of all persons injured, regardless of how minor the injury. Find out where the injured were sent.
7. Record the insurance carrier of the other party, policy number, agent's name, address, and phone number.
8. Drive the vehicle only if it has been determined by law enforcement authorities to be safe to do so.

- ii. Campus Safety must be notified within 24 hours of the accident. A completed Automobile Accident Report, as well as the public safety report (if applicable) must be submitted to Campus Safety within 48 hours of the accident. It is the responsibility of the driver and/or supervisor to obtain the necessary police and public safety reports.

#### b. Post-Accident Review

Vehicle accidents may undergo a post-accident review to determine the cause and preventability of an accident. Reviews could consist of representatives from Campus Safety, Risk Management, Finance, Campus Life, and the vehicle operators.

Once a determination as to cause and preventability is established, findings and recommendation will be forwarded to Human Resources and the vehicle operator's Supervisor (for employees) or Campus Life (for students) for any corrective action (e.g., temporary, or permanent denial of College driving privileges, additional training, etc.).

## VI. Training

The College reserves the right to require training for all drivers including a van orientation conducted by Campus Safety.



**Saint Joseph's  
College of Maine**

**SAINT JOSEPH'S COLLEGE - VEHICLE DRIVER APPLICATION**

NAME: \_\_\_\_\_  
(Exactly as it appears on your license)

DATE OF BIRTH: \_\_\_\_\_

CAMPUS PHONE #: \_\_\_\_\_

CAMPUS RESIDENCE: \_\_\_\_\_

OTHER PHONE #: \_\_\_\_\_

MAIL UNIT #: \_\_\_\_\_

HOME ADDRESS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DRIVER'S LICENSE INFORMATION**

DRIVER'S LICENSE NUMBER: \_\_\_\_\_

DATE OF EXPIRATION: \_\_\_\_\_

STATE ISSUED: \_\_\_\_\_

YEAR ISSUED: \_\_\_\_\_

Is your license under suspension or under restriction? YES NO

Is the license you are presenting a valid driver's license? YES NO

Are you required to produce proof of insurance in the state that your license is issued or by any other state? If so, why? YES NO \_\_\_\_\_

Have you ever had any **accidents** (moving or parked)? YES NO

If yes, please explain and list dates:

Date: \_\_\_\_\_ Explanation \_\_\_\_\_  
Date: \_\_\_\_\_ Explanation \_\_\_\_\_  
Date: \_\_\_\_\_ Explanation \_\_\_\_\_

Have you ever been cited for traffic **violation(s)**? YES NO

If yes, please explain and give dates:

Date: \_\_\_\_\_ Explanation \_\_\_\_\_  
Date: \_\_\_\_\_ Explanation \_\_\_\_\_  
Date: \_\_\_\_\_ Explanation \_\_\_\_\_

Why are you applying for driver status? \_\_\_\_\_

I authorize Saint Joseph's College to check my driving record (at any time) through the state issued.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A. Student Life: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \*\*\*Date \_\_\_\_\_ Initials \_\_\_\_\_  
B. Insurance Check: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \*\*\*Date \_\_\_\_\_ Initials \_\_\_\_\_  
C. Campus Safety: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \*\*\*Date \_\_\_\_\_ Initials \_\_\_\_\_