

COLLEGE FLEET POLICIES & PROCEDURES

Office of the Dean of Operations & Maintenance

Coastal Alabama Community College Ernest Stone (Classroom) Building, 2nd Floor 1900 Highway 31 South Bay Minette, AL 36507 251-580-2206

> Coastal AL Vehicle Policy Dean of Operations & Maintenance January 2020



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COLLEGE FLEET POLICIES & PROCEDURES

Overview

As an authorized driver of a college vehicle, you have been given certain privileges. You assume the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and, otherwise, following the policies and procedures outlined as follows.

Vehicle Fleet Purpose

College vehicles are provided to support business activities and are to be used only by qualified and authorized employees. They are not to be considered a part of an employee's compensation and must not be used as an inducement for employment. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost-efficient use.

Driver Licensing

College employed drivers, and anyone authorized to drive college vehicles must have a valid driver's license issued in the state of residence for the class of the vehicle being operated and must possess the physical capacity to safely drive the assigned vehicle. Obtaining a driver's license is a personal expense.

Driver Qualifications

Driver qualifications are as follows:

- 1. Authorized employee of College or employed through professional services contracts/agreements with the College and authorized to operate the assigned college vehicle.
- 2. Must be at least 21 years of age.
- 3. Have at least one year of experience in the class of vehicle to be operated.
- 4. Must have a valid license for the class of vehicle to be operated.
- 5. An individual will not qualify for a college vehicle if, during the previous 36 months, the individual had any of the following experiences:
 - Been convicted of a felony.
 - Been convicted of sale, handling or use of drugs.
 - Has automobile insurance canceled, declined or not renewed by a company.
 - Been convicted of an alcohol- or drug-related offense while driving.
 - Had driver's license suspended or revoked.
 - Been convicted of three or more speeding violations or one or more other serious violations.

Driving privileges may be withdrawn or suspended and/or the college vehicle removed from any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken.

Review of Motor Vehicle Record

State Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. MVRs will be obtained and reviewed at least annually on employees authorized or who request authorization to drive college vehicles or authorized drivers employed through professional services contracts/agreements with the College. (The insurance company requires that we provide them with the driver's license number and date of birth for anyone who may drive a college vehicle.)

PLEASE READ, DATE AND SIGN THE "EMPLOYEE AUTHORIZATION FOR MVR REVIEW" ON PAGE 8

Withdrawal of College Vehicle Privilege

The privilege of driving a college vehicle may be withdrawn for any of the following reasons:

- Abuse or misuse of the vehicle or failure to comply with the rules and procedures stipulated in this policy.
- A driving record which becomes deficient while assigned a college vehicle, which under certain circumstances, may be grounds for discipline up to and including termination.
- Conviction or a guilty plea to driving a college vehicle under the influence of alcohol or an illegal controlled substance.
- If an eligible driver is on extended sick or medical leave or is not capable of safely operating a college vehicle, his/her assigned college vehicle may be reassigned to another driver. Upon recovery and return to work, the driver may be assigned another vehicle.

Rules Applying to Use of College Vehicles:

- Authorized employees or authorized drivers employed through professional services contracts/agreements with the College must meet all driver qualifications and rules in this policy.
- Personal trailers, including boat and recreational vehicles, are not to be pulled by College vehicles.
- College vehicle is not to be driven while under the influence of alcohol, any controlled substance or any substance that would inhibit the driver's ability to safely operate a vehicle
- Evening and weekend travel is prohibited in the college vehicle unless conducting college business after normal business hours.
- Family members are not permitted to ride in the college vehicle, unless also employed by the college. Passengers are not permitted to ride in the College vehicle unless also employed by the College or furthering the business of the College.
- The acceptance of any form of compensation from any individual for carrying passengers or materials is prohibited.
- Smoking is prohibited in the college vehicles.
- Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.
- Driver and all passengers must wear available personal restraints.
- Report any accident immediately to the police and your fleet manager.

Personal Use

College vehicles are for business purposes only and personal use is not permitted. Violation of these rules will result in disciplinary action ranging from removal of driving privileges to termination of employment based on the severity or repeated nature of the violation.

Attachments

<u>Trailer Towing</u> – The College vehicle can only pull trailers or other equipment that is the property of the College. The College vehicle cannot be used to tow personal trailers of any kind. The College vehicle cannot be used to push another vehicle.

<u>Bumper Stickers</u> – No bumper or window stickers should be affixed to a college vehicle unless prior consent is received from the Dean of Operations and Maintenance.

Maintenance

Authorized drivers are required to properly maintain their assigned college vehicles at all times. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions. Preventive maintenance such as, but not limited to regular oil changes, lubrication, tire pressure, tire replacement, brake pad & rotor replacement and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities. You should have preventive maintenance on your vehicle, as required in the owner's manual, performed by a certified dealer.

WEX (Wright's Express) Fuel Card

The College utilizes Wright's Express (WEX) Fuel Card Program. WEX fuel cards are for official college use only for authorized employees utilizing authorized college vehicles, college equipment and small engines (that require fuel in instructional programs). If applicable, the fleet card can be used (where accepted) for fueling, service, maintenance and repairs.

Signed fuel receipts, using the WEX card, must be submitted to the Office of the Dean of Operations and Maintenance on a weekly basis. If an employee fails to submit a signed receipt, in a timely manner, then the employee will be responsible for repaying the purchase to the College and/or any late fees incurred for monthly account invoices that cannot be paid without a signed receipt.

Insurance

Insurance cards will always be kept in the vehicle binder. Only you, the employee, are authorized to drive the vehicle.

College Vehicle Odometers

College vehicle odometers shall be governed in accordance with the following federal odometer laws and regulations:

- Change of mileage on the odometer of the College vehicle is prohibited. No person shall disconnect, reset or alter the odometer of any motor vehicle with intent to change the number of miles indicated thereon.
- Operation of a motor vehicle with knowledge of disconnected or non-functional odometer is prohibited.
- No person shall, with intent to defraud, operate a motor vehicle on any street or highway knowing that the odometer of such vehicle is disconnected or non-functional.

Traffic Violations

Excessive speeding violations and/or accident history may exclude an employee from being covered by college-provided insurance and may make them ineligible to be assigned a college vehicle. Fines for parking or moving violations, towing storage or impoundment are the personal responsibility of the assigned operator. The College will not condone nor excuse ignorance of any motor vehicle violations that result in court summons being directed to the College as owner of the vehicle.

Each driver is required to report all moving violations while driving a college vehicle to the Dean of Operations and Maintenance within 24 hours. Failure to report violations will result in appropriate disciplinary action, ranging from revoking of driver privileges to the possible termination of employment based on the severity or repeated nature of the violation.

Please be aware that motor vehicle violations incurred in your own personal vehicle will also affect your driving status as well and are subject to review.

Cellular/Mobile phones and other Electronic Devices

Cellular/mobile phones should not be used while operating a vehicle. Using a cell phone while driving leads to an increased risk of having an accident through a lack of attention to driving. Inattention is the #1 cause of vehicle accidents in America. Inattention can also involve adjusting the radio, eating, smoking, daydreaming, talking to passengers, things outside the vehicle, and other distractions.

Researchers at the University of Toronto found that the risk of having a traffic accident while using a cell phone is the same as that while driving drunk. In eleven countries and several US cities it is illegal to use a cell phone while operating a vehicle. Regulation of the use of phones in vehicles has been the subject of more than one hundred bills in thirty-seven states.

- Allow voice mail to handle your calls and return them at your safe convenience.
- If you need to place or receive a call pull off the road to a safe location.
- Ask a passenger to make or take the call.
- Inform regular callers your driving schedule, and when you will be available to talk.
- Keep your hands on the wheel and your eyes and mind on the road while driving.

Thefts

In the event of the theft of a college vehicle, notify local police and Dean of Operations and Maintenance immediately.

Driver Responsibilities

Each driver is responsible for the actual possession, care and use of the college vehicle in their possession. Therefore, a driver's responsibilities include, but are not limited to, the following:

- Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
- Obey all traffic laws.
- The use of seat belts and shoulder harness is mandatory for driver and passengers.
- Adhering to manufacturer's recommendations regarding service, maintenance and inspection. Vehicles should not be operated with any defect that would prevent safe operation.
- Attention to and practice of safe driving techniques and adherence to current safety requirements.
- Restricting the use of vehicles to authorized driver.
- Reporting the occurrence of moving violations.
- Accurate, comprehensive and timely reporting of all accidents by an authorized driver and thefts of a college vehicle to the Dean of Operations and Maintenance.

Failure to comply with any of these responsibilities will result in disciplinary action, up to and including termination of employment.

Preventable Accidents

A preventable accident is defined as any accident involving a college vehicle or any vehicle while being used on college business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every reasonable precaution to prevent the accident.

1. Safety Guidelines to Prevent Accidents

- Do Not Follow too close
- Do Not Drive too fast for conditions
- Do Not Fail to observe clearances
- Do Not Fail to obey signs
- Do Not Make Improper turns
- Do Not Fail to observe signals from other drivers
- Do Not Fail to adhere to reduced speed zones and traffic controllers in road construction
- Do Not Fail to reduce speed
- Do Not Park improperly
- Do Not Pass improperly
- Do Not Fail to yield
- Do Not Back up improperly
- Do Not Fail to obey traffic signals or directions
- Do Not Exceed the posted speed limit
- Do Not Drive While Intoxicated (DWI), Drive Under the Influence (DUI) or while inhibited in any manner so as to limit your ability to safely operate a vehicle.



WHAT TO DO IN CASE OF AN ACCIDENT & HOW TO REPORT AN ACCIDENT

In the event of an accident:

- Call the police on all accidents and obtain a copy of the police report.
- Do not admit negligence or liability.
- Do not attempt settlement, regardless of how minor.
- Get name, address and phone number of injured persons and witnesses if possible.
- Exchange vehicle identification, insurance company name and policy numbers with the other driver (refer to the white binder in the vehicle that contains the insurance and list of contacts at the College in case of an emergency).
- Take a photograph of the scene of accident if possible.
- Complete the accident report in your vehicle.
- Turn all information over to the Dean of Operations and Maintenance within 24 hours.

In Case of Accident the College has the right to:

- Request employee phone records for verification of no personal fault related to phone distraction
- Employee can be sent for immediate drug test



COLLEGE FLEET POLICIES & PROCEDURES

By signing below, I acknowledge that I have read the College Fleet Policies and Procedures. I further acknowledge and agree that I will abide by the conditions as stated in this document regarding the operation of any college vehicle for college business.

EMP NAME:	EMP #:
TITLE:	DEPT:
EMP SIGNATURE:	DATE:
WITNESS:	DATE:

Return this completed and signed form to:

Dean of Operations and Maintenance Ernest Stone (Classroom) Building, 2nd Floor 1900 Highway 31 South Bay Minette, AL 36507

DEAN OF OPERATIONS AND MAINTENANCE SIGNATURE: _____

DATE:



EMPLOYEE AURTHORIZATION FOR MVR REVIEW

As a current employee, I understand a Motor Vehicle Abstract will be ordered and reviewed to assess minimum eligibility to determine driving privileges.

As a driver of a college vehicle on the College's behalf, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. Drivers must have a valid driver's license for the type of vehicle to be operated and keep the licenses(s) with them at all times while driving. All drivers must comply with all applicable regulations.

I also understand that the College will periodically review my Motor Vehicle Record to determine continued eligibility to drive a college vehicle. I hereby acknowledge that I have been informed that a Motor Vehicle Record will be periodically obtained on me for the continued privilege of driving a college vehicle. I further acknowledge and understand that based on information which may appear in my Motor Vehicle Record I may be subject to discipline up to and including termination of my employment.

I acknowledge the receipt of the above disclosure and authorize Coastal Alabama Community College or its designated agent to obtain a Motor Vehicle Record Report. Should the College use a designated agent to obtain a Motor Vehicle Record Report on me, I hereby authorize such designated agent to disclose the results of the Motor Vehicle Record Report to Coastal Alabama Community College. This authorization is valid as long as I am an employee and may only be rescinded in writing.

Employee Name (Print)		
Driver's License Numb	er	
Employee's Signature		Date
	Return this completed and signed form to: Dean of Operations and Maintenance	
	Ernest Stone (Classroom) Building, 2 nd Floor	
	1900 Highway 31 South	
	Bay Minette, AL 36507	
Reviewer's Signature		Date
(Sign and retain the orig	ginal copy in the employee's file)	



Date of Accident:		Time of Accident:			
Company Vehicle Involved:					
VIN#:	Year	Make		Model	
Location of Accident:					
Employee (Driver's Name):					
Address:					
City:	St	ate:		Zip:	
Phone:	DOB: License#:				
Description of Accident:					
Company Vehicle Damage (W	Vhere):				
Police Report Agency:					
Report #: Ticket: Yes or		Officer: Vehicle?			
Other Party Information					
Driver Name:					
Address:					
Phone #(s): Insurance Co		Driver	License #·		
Vehicle:Year				• 1 • •	
Year	Make	Model	Veh	icle License #	
Passenger's Name: Address:					
Passenger's Name: Address:				Yes orNo	