



CONNECTICUT COLLEGE

Vehicle Use Policy

Scope

Connecticut College has instituted the following policies to ensure the safety of our students and employees during the operation of motor vehicles. This policy applies to all persons (faculty, staff, students) who drive Connecticut College administered vehicles for the benefit of Connecticut College and covers all College owned, leased, rented or personal vehicles used for official College business (whether or not reimbursement for mileage is sought).

Any person operating a College Vehicle (owned or leased by the college) must become a Connecticut College Authorized Driver and hold a valid driver's license issued in the state of their legal residence for the class of vehicle being driven. A driver's license issued in a country other than the United States is not acceptable. If for any reason the status of your license changes (suspension, revocation, or moving violations) the college must be notified immediately.

Notification:

- Students- notify Campus Safety
- Employees- notify Human Resources

Note: All employees must also notify their immediate supervisor of any changes to their license as it may affect their ability to drive a college vehicle.

Becoming an Authorized Driver

Students, faculty, and staff may not drive a college vehicle until approved as an authorized driver by submitting a Driver Application and the Authorization to Check MVR Records. **Once approved, the individual will remain an authorized driver unless otherwise prohibited.** Driver qualifications include the following:

- Must be at least 21 years old to drive 10 passenger vans and Enterprise rental minivans; persons age 18, 19, & 20 may become authorized drivers for sedans and CC Fleet minivans only
- Possess a valid United States Driver's License for at least 1 year prior to driving a College Vehicle
- Drivers must successfully complete an online Driver Training class module and email the Certificates of Completion to campussafety@conncoll.edu.
- Meet "Clear" driving status thru First Advantage MVR

Only authorized drivers can operate any college vehicle. Please follow the department procedure for receiving an assigned vehicle.

Motor Vehicle Records

Connecticut College checks motor vehicle records (MVR's) during the application process recurring checks annually for student and bi-annually for employees. Driving privileges may be suspended or terminated if the applicant's record indicates an unacceptable number of accidents and/or violations. In situations where driving is considered an essential function of the job and an employee meets prohibited driving status, the individual will be referred to the Human Resources department.

Applicants for employment must meet clear driving status in order to be considered for employment in which driving is an essential function of the job. Driving records are evaluated using the First Advantage Report. The College reserves the right to prohibit any student, faculty, staff member from becoming an approved driver, regardless of their MVR report, if their driving record contains any egregious violations, including operator's license suspensions (either current or expired).

Violations related to drugs, alcohol or other driving infractions including accidents will be reviewed by Campus Safety and Human Resources and may result in suspension from college vehicle use for the individual or groups involved. If agreed upon by all parties, a driving contract can be drafted which stipulates specific controls to be followed. If contract is broken, driving privileges may be forfeited.

If an applicant's MVR record comes back with a "clear" result, the applicant will be notified and given instructions for the next step of the application process. If an applicant's MVR comes back with a "adverse" result, Campus Safety will review the report to determine if the application should be approved or denied.

If a Driver Application is denied after the MVR check, the driver may contact campus safety to have the driving record re-evaluated. Evaluation of the MVR information will be made as follows:

- any driver with one major violation will be considered unacceptable.
- any driver having three or more minor violations will be considered unacceptable
- any driver having a total accumulation of 10 points will be considered as unacceptable.

Driver Responsibilities

1. The driver must operate the vehicle in a safe manner, observing all ordinances and laws pertaining to the operation of motor vehicles. The driver must also follow the Vehicle Use Policy and assure adherence to its expectations.
2. The driver will ensure each that passenger must use their seat belt. All occupants must wear seat

belts at all times.

3. The driver shall conduct a visual inspection of the interior and exterior of the vehicle, noting the following:
 - visible damage
 - missing or defective parts
 - cleanliness
 - vehicle equipment (horn, wipers, headlights, etc.)
 - Any exceptional condition shall be brought to the attention of the issuing department
4. The driver must not use any hand-held devices, while operating a Connecticut College sponsored while conducting college business. If there is a passenger/navigator, that person should adjust vehicle controls such as the radio, climate control, and GPS.
5. Fines resulting from traffic or parking violations will be the obligation of the driver. Drivers and/or the sponsoring department are responsible for all fines or traffic violations incurred when driving a college vehicle. If any tickets are incurred by either employees or students' disciplinary action may be taken.
6. The driver and passengers are prohibited from using any tobacco products, alcohol, vaping devices or illegal drugs. In addition, the driver may not operate the vehicle using any substance that has any warning of any impairment, including without limitation, a warning for drowsiness or not to use when operating heavy machinery. The driver must not operate the vehicle for a minimum of 12 hours after his or her last ingestion of any substance that could cause impaired driving (including consumption of alcohol).
7. Vehicle load capacities must not be exceeded, including number of passengers, cargo weight, or any combination thereof. Capacity information is located on the inside doorpost of the driver's door.
8. No roof storage is allowed on any College vehicle.
9. The driver must ensure that all interior and exterior lights are turned off and all doors and windows are locked when the vehicle is parked.
10. The driver is responsible for ensuring the vehicle is returned clean and in the condition, they received it in. Any cleaning required, beyond what is considered normal vehicle use, may incur an additional cleaning fee.
11. Damage that occurs to any college vehicle, either from direct or indirect negligence of the driver will be the financial responsibility of the department. Any insurance deductible costs and/or any other repair costs not covered by insurance will be the financial responsibility of the department.

If involved in an accident obtain as much information as possible at the scene. us.

At a minimum, write down:

- Name
- Date of birth
- Driver's license number and state
- Address, Phone number
- Insurance company – policy number, if known
- License plate number
- Make, model, and year of vehicle
- Damage to vehicle
- Injury to driver, if any
- Date, time, road and weather conditions
- Names and phone numbers of any passengers
- Injuries to any passengers
- Names and phone numbers of any witnesses

Any incidents involving the vehicle, such as flat tires and mechanical issues should immediately be brought to the attention of the responsible department

Inclement Weather

Available information on weather and road conditions will be used to weigh the risks associated with running the trip, as well as any options for altering the trip route or itinerary all departments will review their policies regarding inclement weather travel.

Trips Over 200 Miles One Way Involving Students

When traveling more than 200 miles one way or 4+ hours in one day, multiple authorized drivers are required or the driver must take at least a 2-hour break after the first 4 hours of driving before proceeding. **No single driver can drive more than 4 consecutive hours or 8 hours in a 24-hour period.** A list of alternate drivers for trips that require more than one driver per vehicle must be provided. Alternate drivers must also sign a Fleet Vehicle Driver Agreement prior to the trip departure.

A driver's log must be maintained for any trip over 200 miles one-way. The driver is required to keep track of the number of hours he or she is operating the vehicle. Each driver is required to fill out the driver's log for each day (24-hour period) that he or she is driving.

Accidents and Incident Reporting on or off Campus

Failure to stop at the scene of an accident in which you are involved is a criminal offense. In the event of an accident involving a college vehicle or rental vehicle, the driver shall adhere to the following procedures: Accidents must immediately be reported to law enforcement authorities (911), Connecticut College Campus Safety (860) 439-2222.

- Call the police. In the event of medical injuries, call for medical help.
- Do not leave the vehicle except in an extreme emergency or told to by the responding Police Officer.
- Assist injured people. Do not move them unless it is necessary to remove them from imminent danger.

If the vehicle is not in a safe location, communicate this to the 911 Operator. Do not move the vehicle unless told to do so by the 911 Operator or a Police Officer. When the police respond to the accident, request the investigating officer's name, badge number, phone number, and report number.



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Acknowledgment

Connecticut College Vehicle Use Policy Receipt

I have received a copy of Connecticut College Vehicle Use Policy and agree to abide by all provisions outlined. I understand that violation of any provision in these policies may result in the suspension of my driving privileges.

Furthermore, I acknowledge that I have been informed that:

1. College vehicles are for authorized business-purposes only, personal use is prohibited. All vehicle drivers must have gone through the Connecticut College Approved Driver Application Process and be an authorized driver in good standing.
2. Each College vehicle may be equipped with a GPS tracking device, which will automatically send alerts to college administrators if a set condition occurs, including excessive speed alerts and boundary alerts.
3. When traveling more than 200 miles one-way or 4+ hours in one day, multiple authorized drivers are required or the driver must take at least a 2-hour break after the first 4 hours of driving. **No single driver can drive more than 4 consecutive hours or 8 hours in a 24-hour period.** A driver's log must be kept for any trip over 200 miles one-way.
4. Vehicles have a full tank of gas and must be returned with a full tank.
5. Damage that occurs to a college vehicle, either from direct or indirect negligence of the driver will be the financial responsibility of the renting department.
6. Drivers are personally responsible for all fines or traffic violations incurred when driving a college vehicle. Drivers must report all accidents or traffic violations to Campus Safety and their immediate Supervisor or renting department.
7. Vehicles must be returned clean and in a condition, that reflects reasonable travel use. Any excessive cleaning required may result in a \$100 excessive cleaning fee.

Driver Signature

Date

Driver Printed Name

College ID Number

Student Club/Organization/Academic Department

