

### **Driver Safety**

All employees who operate motor vehicles on College business (in personal vehicles or college fleet vehicles) are required to maintain personal motor vehicle insurance at levels at or above the minimum coverage required by their applicable state including coverage for uninsured and underinsured motorists. Drivers must provide proof of insurance before driving on college business, and on an annual basis thereafter. Personal vehicle insurance should not include an exclusion for business use. The College may conduct periodic checks to ensure that your insurance is up to date.

Only individuals who are designated by the College can drive a College vehicle. The designation should be made by the unit or department supervisor and should be communicated to the Transportation Department. All employees who drive a personal, fleet, or rental vehicle on college business (purpose of the trip is to conduct work pertaining to the College, or other related activities such as professional development/training) must provide a copy of their driver's license or driver's license number to the Transportation department before they begin driving. When driving for work purposes, employees must wear seat belts at all times and should refrain from speeding. Employees are charged with knowing and observing all traffic laws while driving a College vehicle or otherwise driving for work purposes. If you drive for work purposes, the College will review your motor vehicle record periodically. Failure to maintain a good driving record may result in the loss of the privilege of driving for work purposes. If you are regularly required to drive for work and you receive a change in your driver's license status, you must report this fact to your supervisor, the Transportation Department, and Human Resources. Drivers who have borderline driving records (see accompanying assessment tool) will be counseled by Human Resources and will have their driving records monitored more frequently. Drivers who have records classified as "poor" will not be permitted to drive as part of their job. A poor driving record includes one or more of the following violations:

- Conviction for an alcohol and/or drug-related driving offense
- Refusal to submit to a Blood Alcohol Content (BAC) test
- Conviction for reckless driving
- Any combination of three or more moving violations, "At Fault Accidents" or "Preventable Accidents" within the most recent three years
- Suspension, revocation or administrative restriction within the last three years
- Leaving the scene of an accident as defined by state laws
- At fault in a fatal accident
- Felony committed involving a vehicle
- Three or more "Company Vehicle" physical damage claims in any twelve-month period

The College strictly prohibits employees from (i) operating College-owned vehicles, or (ii) operating personal or rental vehicles on College business while impaired by alcohol, controlled dangerous substances, or any other illegal or unauthorized drugs. In the event that you receive a citation and/or are arrested for driving under the influence (DUI) or driving while intoxicated (DWI), you are required to inform the Human Resources Director immediately.

Employees who are involved in a car accident while in a College vehicle or while on work time should immediately notify the Transportation Department (after emergency personnel or police). Employees should refrain from making statements about who was at fault with respect to an accident. Moving violations, excessive parking tickets and/or fines, and careless or negligent behavior that results in damage to College vehicles shall be the responsibility of the employee.

Employees who need to drive larger vehicles such as 15 passenger vans, trucks, and buses must receive appropriate training before being permitted to operate these vehicles.

If you drive your personal vehicle on college business, please make sure that the vehicle meets all applicable State safety standards to ensure your safety and the safety of any passengers. Annual personal vehicle inspections are strongly encouraged.

### **Driving While Distracted Prohibited**

Distracted drivers fail to recognize potential hazards in the road and react more slowly to traffic conditions, thus decreasing their “margin of safety.” There are several activities that can result in distracted driving, including, but not limited to, talking to passengers, eating, adjusting the radio or climate control, using a cell phone or PDA, and personal grooming. Please remember that your primary responsibility is to focus on the road and drive safely.

While driving, employees are urged to refrain from using electronic devices. Electronic devices include cell phones, PDAs (such as iPhones), radios, laptops, pagers, and any other electronic device that distracts the employee from driving. The policy also applies to sending and receiving emails, text messages, and any other forms of communication by electronic means. If you must make or take a work-related call while driving, you are urged to use extreme caution. You must use hands-free cell phones to take business calls while driving. Such calls should be kept short and, where possible, you should locate a lawfully designated area to park to continue the call. Personal calls while driving on College time are prohibited. If you need to make or take a personal call while driving, you must locate a lawfully designated area to park and make or take the call.

Employees must learn and adhere to all federal, state, and local laws and regulations regarding the use of electronic devices while driving. Employees who are charged with traffic violations or who are involved in accidents resulting from the use of electronic devices while driving will be solely responsible for all liabilities that result from such actions.

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

**ACM Motor Vehicle Record Evaluation Tool**

**Preventable Accidents within past 3 years**

		0	1	2	3+
<b>Minor Moving Violations</b>	0	Good	Acceptable	Poor	Poor
	1	Acceptable	Acceptable	Borderline	Poor
	2	Acceptable	Borderline	Poor	Poor
	3	Borderline	Poor	Poor	Poor
	4+	Poor	Poor	Poor	Poor
<b>Any Major Moving Violations (past 5 years)</b>		Poor	Poor	Poor	Poor
		Poor	Poor	Poor	Poor
		Poor	Poor	Poor	Poor
		Poor	Poor	Poor	Poor

**Examples of Major Motor Vehicle Violations**

Leaving the Scene of an accident  
 Driving under the influence of drugs or alcohol  
 Excessive speeding (>20 mph over speed limit)  
 Reckless, negligent or careless driving  
 Felony, homicide, or manslaughter involving the use of a motor vehicle  
 License revocation or suspension resulting from accidents or moving violations

**Examples of Minor Motor Vehicle Violations**

Failure to obey traffic signs  
 Failure to yield  
 Speeding (<20 mph over speed limit)  
 Illegal turn

**Non-Moving Motor Vehicle Violations**  
 (not considered as part of motor vehicle record evaluation)

Parking tickets  
 Motor vehicle equipment violations  
 Failure to have a valid driver's license available when one actually exists