



Colby College

Fleet Safety Program

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Introduction

The goal of the College Fleet Safety Program is to ensure safety for all drivers and passengers of College-owned/leased vehicles by minimizing accidents and injuries resulting from vehicle incidents, eliminating the operation of unsafe vehicles, providing adequate driver training for all College drivers for on and off-road vehicles, and defining clear lines of responsibility for fleet safety. The program is administered by the Safety office with collaboration and guidance from Security, Athletics, Dining Services, Physical Plant, Student Affairs, Human Resources, College Relations, and Dean of Faculty.

Policy Statement

The personal safety and health of employees, students, and the public are of primary importance to the College. Therefore, every attempt will be made to reduce the possibility of accidental occurrences, which may result in injury or property damage.

Positive driving habits by College drivers directly create a favorable impression of the College to others. Conversely, unfavorable driving habits reflect poorly upon our institution and its employees. Professionalism is key in our approach to managing this important asset. All employees and authorized drivers must comply with established fleet safety policies.

A degree of risk exists in everything we do in life. The College is committed to providing as safe a working environment as possible. Accident prevention is always the first order of business on any day and will take precedence over expediency.

We will maintain a fleet safety and loss control program conforming with best practices for institutions of higher education. The program includes driver qualification, training and supervision of drivers, establishment of safe practices and rules, planned inspections, vehicle maintenance, accident reporting, key control, investigation and review of accidents, and motor vehicle (driver history) record checks.

The cooperation of all authorized drivers is required. The cooperative efforts of all employees, students, and management are essential for effective fleet safety and loss control programs.

1. Definitions

Vehicle: Vehicles covered by this policy include (a) vehicles that require a motor vehicle license to operate, (b) vehicles which may be driven on public streets, (c) golf carts.

Certified Driver: To become a Colby Certified driver, individuals must meet the driving history and training requirements established by the Safety office and the College's automobile insurance carrier. No person shall drive a College-owned, rented, or leased motor vehicle without completing this program.

Student Driver: A "Student Driver" is any Colby student or Colby employee 21 years of age or under.

Motor Vehicle Record (MVR): A Motor Vehicle Record, or MVR, details an individual's past driving history based on violations and accidents over a predetermined period. MVR's are reviewed by the insurance company on an annual basis for student drivers and every three years for employee drivers as part of the College's Fleet Safety Program implementation.

Certified Mini-Bus Driver: In addition to being a Certified Driver, a Certified Mini-Bus Driver must complete the current Colby Operator license requirements. The mini-bus certification process requires that each driver, under the direction of Colby's Safety office, must complete classroom training, satisfactorily complete mini-bus Safety Orientation, and have an acceptable Driver History (MVR) Check completed. Only faculty and staff are allowed to drive the mini-bus.

2. Roles and Responsibilities

Each College employee and student driver has a defined role in the College Fleet Safety Program. To operate a successful Fleet Safety Program, all participants must know and understand their roles relative to the program. The following identifies and outlines the roles of each participant. Any questions regarding specific roles and responsibilities should be addressed with the Safety Director.

Fleet Safety Committee: This committee is comprised of representatives from Security, Athletics, Dining Services, Physical Plant, Student Affairs, Human Resources, College Relations, and Dean of Faculty. The group will meet periodically to discuss policy, review incidents/accidents, and generally monitor all aspects of the College Fleet Safety Program. The group may also provide input on:

- Compiling and reviewing data on College vehicle accident experience,
- Providing data on accident experience, causes and corrective measures as guidance to drivers and supervisors,
- Determining qualification status of drivers with questionable accident or violation experience,
- Monitoring progress of vehicle safety programs.

Safety Office: The Safety office, Security, and Human Resources oversee the implementation and operation of the Fleet Safety Program. Duties of this role include:

- Authorizing all participants in the Fleet Safety Program,
- Approving and maintaining a current listing of College Authorized Drivers,
- Communicating all new policies and guidelines to Department Fleet Representatives as designated by the Fleet Safety Committee,
- Conducting audits on department fleet safety compliance,
- Maintaining all necessary data on all College Fleet Safety Program participants,
- Investigating accidents involving College vehicles,
- Initiating withdrawal of participants from the Fleet Safety Program as established by the guidelines,
- Exploring improvements and expansion for the program,
- Implementing new policies as jointly established by Safety, Human Resources, Physical Plant, and/or the Fleet Safety Committee,
- Ensuring completion of the required forms and training (i.e. Annual Driving History Questionnaire and checks, Vehicle Use Agreement and Regulations, safe driver training, mini-bus safety training, etc.),
- Any accident involving a leased or owned College vehicle will require Security office notification within 24 hours. The Security office will disseminate this information as needed by various departments,
- Informing Certified Drivers of new policies or procedures for Fleet Safety,
- Insuring that Departments operating College owned or long-term leased vehicles will issue and control distribution of vehicle keys only to authorized drivers,
- Advising individuals, in collaboration with various College departments, who are interested in joining the Fleet Safety Program of the required procedures.

**The Physical Plant Grounds Department will be responsible for maintaining records for College owned vehicle maintenance, repairs, and inspections. Leased vehicle maintenance is generally the responsibility of the lessor.

Department Supervisors: Supervisory responsibility is an important component in the monitoring of vehicle access by authorized drivers. The Supervisor, or their designee, has a role that includes:

- Permitting only authorized, qualified drivers to operate College vehicles on College business,
- Reporting any changes in authorized driver status to their Supervisor or their designee who will notify Safety or Security.

Individuals (Employees and Student Drivers):

- Operating College vehicles only after attaining authorization through the College's safety program, insurance company MVR and vehicle orientation processes as applicable,
- Operating vehicles according to the Fleet Safety Program requirements,
- Reporting vehicle defects to Physical Plant and accidents to their supervisor and Safety Director,
- Immediately reporting changes in driving status to your Supervisor or their designee who will notify Safety or Security,
- Abide by non-compliance penalties.

3. Fleet Driver Qualifications

It is a privilege and a requirement for certain positions to drive a College vehicle. Not a right. Before anyone is allowed to drive a College owned or leased vehicle for College business, they must be certified. In order to be a Certified Fleet Program Driver, individuals must meet the following judgment criteria:

Qualification Requirements:

- Must be at least 18 years of age and possess a valid United States, International, or Canadian driver's license,
- Must meet Motor Vehicle Record review criteria as described below,
- Student drivers (see definition on page 4) must complete the ½ hour defensive driving training offered by the Safety office (or other College designee) and participate in vehicle-specific training as required by the College,
- Continuing employees are not required to complete the defensive driving instruction for automobiles, but must receive vehicle-specific training on all other motorized vehicles,
- Must comply with all requirements set forth in the College Fleet Safety and Driver Safety Programs, and,
- Must read and agree to follow the terms of the College Fleet Safety Program available from the Safety office or online at http://www.colby.edu/campus_cs/safety/.

Personal Vehicles Used for College Business: An employee's use of their personal vehicle to conduct College business is not encouraged and is done at their own risk and assumption of liability. Unless approved by the Vice President of Administration, the College will not be responsible for any collision damage, deductible amount, associated bodily injury treatment and liability, third party claim or any other related expenses and claims requests resulting from the driver and/or owner having an automobile accident or similar loss. Use of your personal vehicle and request for mileage reimbursement from the College at the standard College rate represents compensation for expenses and risks incurred (gas, vehicle wear

and tear, insurance, etc.). Non-reimbursement or failure of the employee to submit a mileage reimbursement form does not change this policy or its intent.

Any driver who violates federal, state or local law does so at his/her own peril and assumes ALL associated risks. The College will not reimburse employees for driving or parking violations nor will the College provide bail bonds or other funds/support consequential to an arrest.

Rental Vehicles: When renting a motor vehicle for official College business, a College employee or student must meet the qualification requirements set above. When renting a vehicle from a commercial rental agency, refuse coverage for the collision deductible waiver and liability coverages. The College already has these coverages under Acadia Policy #CAA1000908.

Certified Mini-bus Driver: The College's 15-passenger mini-bus is available only to faculty and staff. In addition to the above listed requirements, each driver requesting permission to drive the College-owned mini-bus must have three years of driving experience and must be specifically authorized to do so through the College Safety office. Prior to receiving authorization, each driver must undergo classroom training and satisfactorily complete the mini-bus Safety Road Test under the direction of the Safety Director.

Motor Vehicle Record Review: A Motor Vehicle Record, or MVR, details an individual's past driving history based on violations and accidents over a predetermined period. Insurability is determined by the College's automobile liability carrier. If it deems an employee or student non-insurable, that person may not drive any College leased or owned vehicle. Exceptions must be pre-approved by the Vice President of Administration. Violators of this policy may be subject to discipline up to and including dismissal.

All Fleet Program Drivers are required to meet defined expectations as required by College policy and practice. Since driving eligibility is subject to change (without College notice), it is critical that MVR's are reviewed on a predetermined basis. At a minimum, MVR's will be reviewed for each student and faculty/staff driver upon hire. Student MVR's will be reviewed annually; and employees every three years thereafter.

In addition to having a valid, current driver's license, employees are required to notify their Supervisor, who will notify the Safety Director, of any major or minor motor vehicle violation that results in the suspension or restriction of an employee's ability to operate a motor vehicle in the state of Maine.

Upon Hire or Placement in a Driving Program: An employee or student will not be asked to drive on College business until her or his driver history record check (MVR) and training are complete. If driving a College vehicle is a requirement within the employee's job description, the College may choose not to hire or may terminate

the employee if he/she cannot meet the College’s minimum driving standards (unable to perform job duties) as set forth in this document and within her or his job description.

Motor Vehicle Record Evaluation: High numbers of moving violations and the presence of certain types of “serious” violations tend to point to an increased likelihood of having accidents in the future. To consistently review MVR’s for all Fleet Program Drivers, the College and the insurer have defined a standard threshold below which employees and students will not be eligible for driving privileges. Additionally, existing drivers not meeting requirements may have driving privileges revoked, be provided training and coaching, and/or face disciplinary action up to and including termination from employment.

The information found on MVR’s can be divided into three categories: Major Convictions, Minor Convictions, and Accidents. For the purposes of this policy, driver violations are defined in the following table:

Driver Violation Definitions

Major Convictions	Minor Convictions
<p><i>Including but not limited to:</i></p> <ul style="list-style-type: none"> • Driving under the influence of liquor or drugs • Driving while impaired • Reckless driving • Careless driving or racing/speed contest • Failure to report an accident • Making a false accident report • Vehicular homicide or manslaughter • Attempting to elude a police officer • Driving while license is suspended or revoked • Criminal Speeding 	<p><i>Involve any moving violations that are not major convictions. Examples include, but are not limited to the following:</i></p> <ul style="list-style-type: none"> • Speeding (<30 mph over) • Running a stop sign or red light • Improper turn • Passing across a double yellow line • Failure to yield • Following too close

In addition to convictions and violations, “Driver Accidents” is a third component critical to proper MVR review. All accidents and driver violations appearing on driver MVR’s are to be used in determining driver status (accept/decline). Certain violations, as seen below, will carry greater weight than others in determining

status. However, the College retains the authority to use latitude of judgment for determining status depending on criteria NOT listed below.

Authorized Employee Drivers: The College has developed and adopted the following criteria to be used in evaluating employee driving records (MVR's). Any of the following convictions, moving violations and at-fault accidents may result in an applicant's ineligibility to operate a College owned, leased, or rented vehicle:

- OUI (driving while intoxicated/driving under the influence), open container while operating, illegal substance violation within the most recent 48 months
or
- Reckless driving, criminal speed, or driving to endanger in the most recent 36 months
or
- More than 2 at-fault accidents and/or minor convictions in the most recent 36 months.

4. Insurance Requirements

It is highly recommended that employees, who may choose to drive their own vehicle on company business, should, at a minimum, have the following insurance coverage for their own protection:

- \$100,000 Bodily injury coverage per person
- \$300,000 Bodily injury coverage per accident
- \$ 50,000 Property damage coverage per accident
- \$ 5,000 Medical payments coverage per person.

Note: Unless approved otherwise by the Vice President of Administration, employees and students are responsible for any physical damage loss to personally owned or leased vehicles. College mileage reimbursements are accepted by the driver in lieu of fuel, maintenance, insurance costs, and related risk exposures associated with driving one's own vehicle.

5. Vehicle Maintenance and Safety

Service maintenance of College-owned vehicles shall be in accordance with instructions prescribed by the manufacturer. Maintenance of leased vehicles is the responsibility of the lessor. Whenever a vehicle is serviced the vehicle must be checked for safe operation. Items the maintenance personnel will check include but may not be limited to:

- Oil/fuel
- Windshield wipers
- Tire inflation
- Mirrors
- Lights (including directional indicators)
- Horn
- Leaks (coolant or oil on the ground under vehicle)

Pre-existing damage
Reverse warning alarms (if so equipped)

All vans and service vehicles, that are mandated by law to be equipped with a back-up warning device that sounds automatically whenever the vehicle is put into reverse, will be certified as operational during periodic maintenance checks.

The glove compartment of each College vehicle shall contain, at all times, the vehicle's registration, accident investigation form, and insurance identification card. Each vehicle's log for documenting prescribed safety checks is on file in the Grounds Department.

Noted deficiencies are immediately referred for maintenance using the Fleet Vehicle Maintenance Request (A sample Fleet Vehicle Maintenance Request form is included in the Appendices).

Because of vehicle type and specific repair issues, some vehicle maintenance may be done off-site.

6. Post-Accident Responsibility

Notify the College, as soon as practical, following any accident involving a College owned or rented vehicle. Immediate notification is required if medical treatment of the driver or any passenger is necessary. Contact the Colby Security office at 207-859-5530. For accidents with vehicular damage (Colby vehicle or outside party), the authorized driver must obtain and complete, **within 24 hours**, a State Motor Vehicle Accident Report, which can be obtained through the police agency that responded to the scene. Submit a copy of the report to the Safety office.

7. Vehicle Operation Requirements and Safe Practices

In accordance with the requirements of the Maine Department of Motor Vehicles and the College's Fleet Safety Program, the following guidelines have been established to reduce the risk of incident and injury when it comes to the operation and use of motor vehicles by employees and students.

The goal of this policy is to protect the staff and students of the College who may be operating or riding as a passenger in a vehicle owned, rented, or leased by the College. The following guidelines shall be adhered to:

All Vehicles (College-owned, leased, rented, or on loan):

- Seat belts are to be worn at all times when operating a College motor vehicle so equipped. These requirements apply to operations both on and off campus.

- The maximum speed for operation of “College vehicles” shall not exceed the posted speed limits or driving characteristics of said motorized vehicle.
- All doors (cargo, tail and lift gates) shall be closed at all times when the vehicle is moving. *Exception: If the cargo of the vehicle is adequately secured or the material being placed in the vehicle cannot (because of size) be transported with the door or gate closed, then the material or equipment shall be secured in place and the proper warning flat, sign or tag must be affixed to the end of the equipment or material being transported.*
- No employee or student shall be permitted to ride unsecured (without a seat belt) in a College vehicle so equipped at any time while the vehicle is in motion. Sitting or standing in the back of a van, delivery vehicle, pick-up, dump truck, trailer, or similar is prohibited.
- When backing a motor vehicle such as a truck, delivery van or heavy equipment into a parking space, loading dock or similar, the passenger should exit the vehicle and provide assistance for the operator. The “spotter” shall be used to warn the driver, pedestrians or other vehicles about the operator’s intent to back up into an area, in an effort to avoid personal injury or property damage. If the driver of the vehicle does not have a passenger who can perform this service, the driver must perform one of the following:
 - exit the vehicle and check the space before backing,
 - drive by the space, checking for any hazards, before backing up.
- Operators of College vehicles shall not drive if:
 - they are under the influence of alcohol or drugs,
 - they are taking medications that contain antihistamines or alcohol which may cause drowsiness or impaired judgment,
 - they are wearing ear phones or other items that would prevent the operators from being able to hear horns, pedestrians, sirens or other vehicles that may be approaching,
 - the vehicle they are operating contains a number of occupants that exceed the recommended safe operating capacity,
 - their license has been suspended, revoked or expired,
- Operators of the vehicles shall remove their keys from the ignition when the vehicle is not occupied by a College employee or other authorized person.
- Any license restrictions must be adhered to while driving for the College.
- Motor vehicle operators (not inclusive of golf carts or turf maintenance equipment) shall not drive on grass, landscaping, sidewalks or other unapproved vehicle access lanes, streets, driveways or roads, and rights of

way, unless it is specifically required to perform their jobs and there are no other means available to access the building, facility or work site.

- Smoking is not permitted in any College owned or leased motor vehicle.
- The operator of the motor vehicle must abide by all the rules and regulations of the road, in accordance with the Maine Department of Motor Vehicles. The driver of the vehicle is ultimately responsible for its safe operation.
- Distracted driving in a College owned or leased motor vehicle is discouraged unless the need to do so is essential in furtherance of College operations.

Passenger Vans

In addition to the above requirements, drivers, and passengers of vans are required to follow the additional requirements:

- Only Certified Drivers are permitted to drive a passenger van at any time. The driver's state issued drivers license must be in their possession at all times when operating the van.
- The van driver and all passengers must wear seatbelts at all times when the vehicle is in motion.
- If driving time exceeds three hours, then two authorized drivers must be available. The drivers are required to share driving duties to minimize the effects of driver fatigue.
- Front seat passengers are required to act in an assistant capacity to help with navigation and other non-driving duties, such as responding to other passengers needs for assistance.
- Maximum passenger load is limited to the number of seatbelts.
- Use of 12 or 15-passenger vans is prohibited unless specific written authorization is given by the Safety Director.

Appendix A

Colby College Driver Sign-Up Form

1. All drivers must hold a valid driver's license.
2. The Security Office needs the information at least 10 days before any driving occurs to allow Colby's insurer to check the driving record.
* any driver from **California** must obtain a copy of their own driving record before they will be permitted to drive for the College.
3. Attach a **photocopy of your driver's license** and return the sign-up form to the **Security Office.**
4. All **New Student Drivers (see Student Driver definition on page 4)** must contact the **Safety Director at x5504** to sign up for the defensive driving course and review the Colby College Fleet Safety Program to become a certified Colby driver.
5. Colby College reserves the right to deny driving privileges to any student, faculty or staff member on any vehicle owned, leased or rented by the College.

Please Print Clearly

Department you are driving for:_____

Full Name:_____

Date of Birth:_____ Colby Graduation Year:_____

License#:_____ State:_____

I hereby certify that I have had no traffic violations or motor vehicle accidents in the past five years of **any** kind in **any** place other than those listed below:

<u>Date</u>	<u>Offense or Accident</u>	<u>Place</u>
1. _____		
2. _____		
3. _____		
4. _____		

Date:_____ Signature:_____

Appendix B

**Colby College
Vehicle Use Agreement and MVR Consent**

Fleet Safety Policy Acknowledgement of Receipt

I have reviewed and understand the College Fleet Safety Program requirements. I understand the rules and requirements, including my responsibility to notify my supervisor immediately of any change in driving status.

I also understand that before anyone is allowed to drive a College owned, leased or rented vehicle for College business, a current motor vehicle record (MVR) will be obtained. Driving records (MVR's) will be reviewed at least annually on all student drivers and every three years on all employee drivers.

My signature below confirms that I have received and understand the rules and responsibilities of the College Fleet Safety Program. I consent to an annual review (every three years for employees) of my driving record and I understand and agree to follow all College vehicle safety policies and procedures.

Department

Printed Name

Date

Driver Signature

Appendix C

Fleet Vehicle Maintenance Request

While in the course of driving the below listed vehicle, the following deficiency, safety concern or maintenance item was identified.

Vehicle: _____

Plate #: _____

Date: _____

Description of problem:

Signature: _____

Forward the completed form to the Safety office.