FLEET SAFETY POLICY
(FSP)
REVISION HISTORY

The FSP will be reviewed annually unless an accident or near miss indicates deficiencies in the policy.

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<tr>
<th>REVISION</th>
<th>DESCRIPTION OF CHANGE</th>
<th>REVISION EFFECTIVE DATE</th>
<th>REVISION COMPLETED BY: NAME / COMPANY</th>
<th>MANAGER APPROVAL / DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>• Initial programs under previous EHS Director</td>
<td>1/2013</td>
<td>Bruce McDougal / Colby College</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>• Reformatted policy to match existing safety documents</td>
<td>6/2014</td>
<td>Wade Behnke / Colby College</td>
<td>Mark Crosby</td>
</tr>
<tr>
<td>C</td>
<td>• Added Section 7.5 requiring valid sticker for personal vehicles</td>
<td>9/2015</td>
<td>Wade Behnke / Colby College</td>
<td>Mark Crosby</td>
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<tr>
<td></td>
<td>• Added Section 8.2 Moodle training requirements post-accident</td>
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<td></td>
<td>• Added Section 9.1 (iii) loss of operator privilege for golf carts</td>
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<td></td>
<td>• Added Section 11.3 on personal vehicle insurance</td>
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<td></td>
<td>• Revised Section 5.4(IV) to removed redundant language</td>
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<td></td>
<td>• Revised Section 5.5 (iii)(2) 3 year employee MVR check process</td>
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<td></td>
<td>• Revised Section 6.1 (i) added international drivers permit</td>
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<td></td>
<td>• Revised Section 6.2(i) mobile phone use</td>
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<td></td>
<td>• Minor modifications to Appendices to reflect FSP changes</td>
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<td></td>
<td>• Added Appendix D, Colby College Minibus User Agreement</td>
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<tr>
<td>D</td>
<td>• Revised golf cart requirements (Section 9.1) must be 18 and clear MVR.</td>
<td>2/2016</td>
<td>Wade Behnke / Colby College</td>
<td>Mark Crosby</td>
</tr>
<tr>
<td></td>
<td>• Revised 12-15 passenger van requirements (Sections 9.3 &amp; 9.4)</td>
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<td></td>
<td>• Revised Appendix C and D</td>
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# APPENDICES:

Appendix A: Motor Vehicles Records Check Permission Form
Appendix B: Colby Motor Vehicle Operation Requirements Acknowledgment
Appendix C: Golf Cart Safety at Colby College
Appendix D: Colby College Minibus/Transit Van User Agreement
1.0 PURPOSE
1.1 The purpose of this Fleet Safety Policy is to establish a safe driving program that will minimize accident and injury risk to the staff, students, and general public from vehicles operated on Colby business.

2.0 SCOPE
2.1 The Program applies to all Colby College employees and students that will be operating vehicles on Colby business as part of their employment or studies. For the purpose of this program, the use of a personal vehicle is considered Colby business if the operator is reimbursed for mileage.

3.0 DEFINITIONS
3.1 Certified Driver: Colby Certified drivers have an acceptable driving history (as defined in Section 5.4 of this policy) and have completed the training requirements. Uncertified drivers are not permitted to operated College-owned, rented, or leased motor vehicles and may not transport students.

3.2 Driver Violation Definitions: The information found on motor vehicle records (MVR) 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:

<table>
<thead>
<tr>
<th>Major Convictions</th>
<th>Minor Convictions</th>
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<tbody>
<tr>
<td>Including but not limited to:</td>
<td>Any moving violations that are not major convictions. Examples include but are not limited to the following:</td>
</tr>
<tr>
<td>• Driving under the influence of alcohol or drugs</td>
<td>• Speeding (&lt;15 mph over)</td>
</tr>
<tr>
<td>• Driving while impaired</td>
<td>• Running a stop sign or red light</td>
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<tr>
<td>• Reckless driving</td>
<td>• Improper turn</td>
</tr>
<tr>
<td>• Careless driving or racing/speed contest</td>
<td>• Passing across a double yellow line</td>
</tr>
<tr>
<td>• Criminal Speeding</td>
<td>• Failure to yield</td>
</tr>
<tr>
<td>• Failure to report an accident</td>
<td>• Following too close</td>
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<tr>
<td>• Making a false accident report</td>
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<tr>
<td>• Vehicular homicide or manslaughter</td>
<td></td>
</tr>
<tr>
<td>• Attempting to elude a police officer</td>
<td></td>
</tr>
<tr>
<td>• Driving while license is suspended or revoked</td>
<td></td>
</tr>
</tbody>
</table>

3.3 Motor Vehicle Record (MVR): The MVR details an individual’s past driving history, focusing on violations and accidents over a predetermined time period. MVRs are reviewed by the College’s insurance company on an annual basis for student drivers and every three years for employee drivers.
4.0 RESPONSIBILITIES

4.1 Responsibilities for oversight and implementation of Colby College’s FSP are assigned below. Identified personnel may designate tasks assigned to them to a qualified employee or vendor, as appropriate.

4.2 Environmental, Health, and Safety (EHS) Director:
   i. Maintain and review the written FSP.
   ii. Investigate accidents involving any College vehicle as needed.
   iii. Revoke driver operating privileges based on established guidelines in the FSP.
   iv. Implement new policies as jointly established by the Fleet Safety Committee and applicable departments.
   v. Inform Certified Drivers of new policies or procedures for Fleet Safety.
   vi. Provide specific vehicle training to Colby employees as needed.

4.3 Fleet Safety Committee: The committee is comprised of representatives from Security, Athletics, Dining Services, Physical Plant, Student Affairs, Human Resources, College Relations, and Dean of Faculty.
   i. Meet annually to discuss policy, review incidents/accidents, and generally monitor all aspects of the College Fleet Safety Program.
   ii. Review reports and date on College vehicle accidents, and determine if potential corrective or preventative actions are possible.
   iii. Review and revise the FSP as needed based on accidents, near misses, and legal requirements.

4.4 Physical Plant Department (PPD):
   i. Coordinates, completes, and maintains records for College owned vehicle maintenance, repairs, and inspections.

4.5 Security:
   i. Submit MVR checks, enrolls Colby students in the Moodle training course, and authorize all certified drivers.
      1. Maintain a current list of certified drivers on a shared document.
      2. Retains all student records (Appendix A and Appendix B)
   ii. Coordinate and disseminates accident information involving leased or owned College vehicles to the applicable departments.
   iii. Monitor golf cart operators for compliance with the requirements, Appendix C.

4.6 Human Resources (HR):
   i. HR will provide the MVR Check Application (Appendix A) and the Employee Acknowledgement of Operator Requirements (Appendix B) to all new employees.
   ii. HR will provide the completed MVR Check Application to Security and file the acknowledgment form in the employee’s personnel file.
4.7 Colby College Supervisors, Faculty, and Administrators:
   i. Permit only certified drivers to operate College vehicles.
   ii. Report any changes in authorized driver status to Safety or Security.

4.8 Certified Drivers:
   i. Operate Colby College vehicles only after attaining certification through College's Security Department, insurance company MVR, and completing defensive driver training and vehicle orientation processes as applicable. New employees may opt out of the certification process but may not operate a vehicle on Colby business.
   ii. Operate vehicles in compliance with the requirements listed in this FSP.
   iii. Immediately report vehicle maintenance issues to Physical Plant Department and accidents to supervision and EHS Director or Security.
   iv. Immediately report changes in driving status to your supervisor or their designee who will notify Safety or Security.

5.0 DRIVER CERTIFICATION

5.1 Before anyone is allowed to operate a vehicle for Colby College, they must be certified through the Security Department, Environmental, Health and Safety Office and Colby's current automobile liability insurance carrier. The certification process consists of completing an MVR check, defensive driver training (Colby students only), reviewing the FSP policy, and signing the Operator's Acknowledgment Form (Appendix B).

5.2 Driving Record Requirements
   i. To become a certified motor vehicle operator for Colby, the student or employee’s MVR check must meet the driving criteria established by the College and current automobile insurance liability carrier.
   ii. If the carrier deems an employee or student as non-insurable, that person may not drive any College vehicle. Exceptions may be pre-approved only by the Vice President of Administration.
   iii. 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/carrier’s minimum driving standards as set forth in this document and within their job description.

5.3 Motor Vehicle Records (MVR) Application Process
   i. To complete an MVR check, Colby employees and students must complete the Colby College Driver Sign-up Form (Appendix A) and disclose any past violations within the last four years.
   ii. A copy of the Colby College Driver Sign-up Form and the operator's valid license must be provided to the Security Office (Roberts Union).
   iii. The Security Office will submit the Operator’s Application to Colby’s insurance carrier to complete the MVR check.
   iv. Security will notify the applicants with the pass/fail results of the MVR.
5.4 Certified Operator Eligibility Criteria

i. The following convictions, moving violations, and at-fault accidents will result in an applicant’s ineligibility to operate a College owned/leased/rented vehicle:
   1. One major conviction including: OUI (driving while intoxicated/driving under the influence), open container while operating, illegal substance violation within the most recent 48 months, AND/OR
   2. Reckless driving, criminal speed, or driving to endanger in the most recent 36 months, OR
   3. For employees, more than two at-fault accidents and/or minor convictions in the most recent 36 months.
   4. For students, any at-fault accident or moving violation in the most recent 36 months.

ii. Once certified, Colby Operators are required to notify their supervisor of any motor vehicle violations within five business days of the occurrence. Failure to maintain these requirements or to notify the College of any infractions that affect your driving record may result in disciplinary action up to and including termination of employment.

iii. MVR checks will be completed for all Colby operators upon hire.
   1. Student MVRs will be reviewed annually thereafter.
   2. Employee MVRs will be reviewed every three years. In order to ensure a consistent employee review process, the employee MVRs will be reviewed by Security on a rolling three year schedule. Employees with Colby fewer than three years will be reviewed during the same review schedule regardless of hire date.

6.0 OPERATOR REQUIREMENTS

6.1 The following operator requirements have been established to reduce the risk of accidents and injuries when operating motor vehicles on Colby business and must be adhered to at all times by Colby Certified drivers:

i. Colby Certified drivers must be 18 years of age and possess one of the following: A valid United States driver’s license, a valid Canadian driver’s license, a valid license from their country of origin or valid International Driver’s Permit.

ii. At a minimum, Colby certified drivers must abide by all the rules and regulations of the road, in accordance with the Maine Department of Motor Vehicles.

iii. The maximum speed for operation of vehicles shall not exceed the posted speed limits or driving characteristics of the motorized vehicle (loaded trailers, etc).
iv. Seat belts are to be worn at all times when operating equipped motor vehicles. These requirements apply to operations both on and off campus. In addition, no passenger shall be permitted to ride unsecured (without a seat belt) in a College vehicle while the vehicle is in motion.

v. 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.

vi. Operators must remove and secure the keys when the vehicle is not occupied.

vii. When backing a motor vehicle such as a truck, delivery van, or heavy equipment, 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 exit the vehicle and check the space before backing.

6.2 Employees and students are never permitted to operate a vehicle on Colby business under the following circumstances:

   i. The operator is under the influence of alcohol or drugs.

   ii. The operator is taking medications that contain antihistamines or alcohol which may cause drowsiness or impaired judgment.

   iii. The operator is wearing earphones or other items that would prevent them from being able to hear horns, pedestrians, sirens, or other vehicles that may be approaching.

   iv. The vehicle they are operating contains a number of occupants that exceeds the recommended safe operating capacity (number of seatbelts).

   v. Passengers are sitting or standing in the back of a van, delivery vehicle, pick-up, dump truck, or trailer.

   vi. The operator may not text while driving, and the use of hands free unit is recommended for speaking on a mobile telephone. Students and employees transporting students may not use a mobile phone/device in any way while operating a vehicle.

   vii. Motor vehicle operators (not including 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.

   viii. Smoking is never permitted in any College owned or leased motor vehicle.
6.3 The driver of the vehicle is ultimately responsible for its safe operation. Certified drivers must agree to comply with these requirements at all times and must sign Colby Motor Vehicle Operation Requirements Acknowledgment, Appendix B.

7.0 VEHICLE MAINTENANCE

7.1 Prior to operating a Colby owned, leased, or rented vehicle, complete a brief inspection to verify everything appears to be in working order. Pay close attention to tire condition and any safety devices. In addition, once you start driving, be attentive to any potential maintenance issues that would not be visible during your inspection (brake malfunctions, steering issues, etc)

7.2 Do not operate any vehicle that has obvious maintenance issues, or immediately stop if you note issues while driving.

7.3 All maintenance repairs on Colby owned vehicles will be managed through PPD. To notify PPD that repairs are required, submit a work order detailing the issue.

7.4 Maintenance of leased or rented vehicles is the responsibility of the lessor, and required maintenance must be completed through the company that provided the vehicle under the user agreement.

7.5 Personal vehicles that do not have a current Maine inspection sticker may not be operated on College business.

8.0 POST ACCIDENT REQUIREMENTS

8.1 In the event of a motor vehicle accident, notify the Colby Security Office at 207-859-5530 as soon as practical. For accidents with vehicular damage (Colby vehicle or outside party), the authorized driver must obtain and complete a State Motor Vehicle Accident Report within 24 hours. A State Motor Vehicle Accident Report can be obtained through the police agency that responded to the scene. Submit a copy of the completed report to the Safety Office.

8.2 All employee drivers involved in an altercation (legal violation or accident) while on Colby business will be required to complete the defensive driving Moodle in order to retain their Certified Operator status. Continued operation is not permitted until the Moodle has been completed.

9.0 SPECIALTY VEHICLES

9.1 Golf Carts

i. For student operators of off-road type vehicles, such as golf carts and/or utility type vehicles, the student must be 18, have an acceptable MVR and complete driver familiarization training administered by the Safety Director or his/her designee.

ii. Once training is complete, the student operators must review, sign, and comply at all times with the operator requirements listed in Appendix C, Golf Cart Safety at Colby College.
iii. Colby will not tolerate deviations from the operator requirements, and students observed operating the golf carts in violation of Appendix C will receive one warning before losing operator privileges.

iv. For employees driving off-road type vehicles, including tractors, gators, lawn mowers, and other work vehicles, training is conducted by the department supervisor(s) or their designee.

9.2 Minibuses

i. The College’s 15-passenger minibuses may be operated only by Colby faculty and staff. In addition to the above certified driver requirements, each operator requesting permission to drive the minibus must be 25 years or older and have three years of driving experience. Prior to minibus operation, each driver must undergo vehicle training and satisfactorily complete the mini-bus Safety Road Test under the direction of the EHS Director.

ii. All operators must review, sign Appendix D, Colby College Minibus User Agreement, and comply with listed conditions at all times when operating the minibus.

9.3 Ford Transit 12-Passenger Vans

i. Select low roof Ford Transit Wagon passenger vans capable of transporting 12 passengers may be operated only by Colby faculty and staff. In addition to the above certified driver requirements, each operator requesting permission to drive the van must be 25 years or older and have three years of driving experience. Finally each rental must be specifically authorized by the EHS Director.

ii. Prior to receiving authorization to operate the 12 Passenger Transit vans, each driver must undergo vehicle training and satisfactorily complete the Transit Van Safety Road Test under the direction of the EHS Director.

iii. All operators must review, sign Appendix D, Colby College Minibus/Transit Van User Agreement, and comply with listed conditions at all times when operating the Transit Van.

9.4 Other 12-15 Passenger Vans

i. The operation of other brands and styles of 12 or 15 passenger vans is not permitted at Colby unless the Department has permission from the Environmental, Health, and Safety Director on a case by case basis.

ii. If permission is granted to use a different brands and size of passenger van for a single trip, additional operator parameters will be required and defined by the EHS Director.

iii. Operators under 25 and students are never permitted to operate 12-15 passenger vans.

10.0 RECORDS

10.1 The Security Department maintains copies of the MVR Check Application (Appendix A) for the duration of employment and one year for students.
10.2 Security maintains Appendix B, Colby Motor Vehicle Operation Requirements Acknowledgment for students for one year.

10.3 The EHS Director maintains all specialty vehicle training records.

10.4 HR maintains Appendix B, Colby Motor Vehicle Operation Requirements Acknowledgment for permanent employees in their personnel file.

11.0 FLEET POLICY LIMITATIONS

11.1 The use of personal vehicles for College business is done at the employees or students own risk and assumption of liability. Non-reimbursement or failure of the employee to submit a mileage reimbursement form does not change this policy or its intent.

11.2 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.

11.3 It is understood that when operating a personal vehicle on College business that the vehicle will be fully insured to meet the minimum Maine requirements, and in the event of an accident, the operator must use their insurance to pay for any damages.

11.4 Only vehicles rented through the College’s corporate account or by a College credit card are covered under Colby’s automobile insurance policy. It is the responsibility of the operator to ensure vehicles rented outside of the College’s accounts have the required insurance, and it will be the operator’s responsibility to utilize this insurance in the event of an accident.

12.0 ENFORCEMENT

12.1 Colby College employees who fail to follow the responsibilities and procedures described in this Program will be subject to disciplinary action and possible loss of driving privileges for the College.
APPENDIX A: MOTOR VEHICLE RECORDS CHECK PERMISSION FORM

This form gives permission to Colby College to conduct a MVR check at the start of employment and annually thereafter for students and every three years for full-time employees.
APPENDIX B: COLBY MOTOR VEHICLE OPERATION REQUIREMENTS ACKNOWLEDGEMENT

This form must be signed by the vehicle operator before they can become Colby Certified Operators.
APPENDIX C: GOLF CART SAFETY AT COLBY COLLEGE

This form must be reviewed and signed by students before they are allowed to operate golf carts at Colby College.
APPENDIX D: MINIBUS/TRANSIT VAN USER AGREEMENT COLBY COLLEGE

This form must be reviewed and signed by Colby employees before they are allowed to operate a minibus or Ford Transit Van to transport students.