



FLEET SAFETY POLICY (FSP)

REVISION HISTORY

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

REVISION	DESCRIPTION OF CHANGE	REVISION EFFECTIVE DATE	REVISION COMPLETED BY: NAME / COMPANY	MANAGER APPROVAL / DATE
C	<ul style="list-style-type: none"> Added Section 7.5 requiring valid sticker for personal vehicles Added Section 8.2 Moodle training requirements post-accident Added Section 9.1 (iii) loss of operator privilege for golf carts Added Section 11.3 on personal vehicle insurance Revised Section 5.4(IV) to removed redundant language Revised Section 5.5 (iii)(2) 3 year employee MVR check process Revised Section 6.1 (i) added international drivers permit Revised Section 6.2(i) mobile phone use Minor modifications to Appendices to reflect FSP changes Added Appendix D, Colby College Minibus User Agreement 	9/2015	Wade Behnke / Colby College	Mark Crosby
D	<ul style="list-style-type: none"> Revised golf cart requirements (Section 9.1) must be 18 and clear MVR. Revised 12-15 passenger van requirements (Sections 9.3 & 9.4) Revised Appendix C and D 	2/2016	Wade Behnke / Colby College	Mark Crosby
E	<ul style="list-style-type: none"> Added definition 3.4 for Seasonal Summer Workers Added Section 5.5 to certify international drivers Added Appendix E, Fleet Safety Policy International Driver Certification Revised Section 5.4(iii)(1)- Student MVR renewal timeframe Removed three year employee MVR review requirement 	2/2018	Wade Behnke / Colby College	Mark Crosby

REVISION	• DESCRIPTION OF CHANGE	REVISION EFFECTIVE DATE	REVISION COMPLETED BY: NAME / COMPANY	MANAGER APPROVAL / DATE
F	<ul style="list-style-type: none"> • Included volunteers in Scope, Section 2.1 • Added HireRight process throughout • Revised Appendix A • Revised MVR review period for students to 4 years and added self-disclosure requirements • Added Appendix F 	5/2018	Wade Behnke / Colby College	Mark Crosby

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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, students, volunteers and seasonal employees 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, cannot transport students and cannot submit for expense reimbursement when operating personal vehicles.
- 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:

Major Convictions	Minor Convictions
<p><i>Including but not limited to:</i></p> <ul style="list-style-type: none"> • Driving under the influence of alcohol or drugs • Driving while impaired • Reckless driving • Careless driving or racing/speed contest • Criminal Speeding • 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 	<p><i>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 (<15 mph over) • Running a stop sign or red light • Improper turn • Passing across a double yellow line • Failure to yield • Following too close

- 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 every four years for student drivers at hire and randomly for employee drivers.
- 3.4 **Seasonal Summer Workers:** Non-Colby student summer workers 22 years of age or less. Require MVR review and must meet Colby student criteria.

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 data 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 applicant names to HireRight, review MVR results, 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 obtaining an acceptable MVR from HireRight, and completing defensive driver training or 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 Facilities Department (owned) or Enterprise (rented) and accidents to supervision, EHS Director, and/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. The certification process consists of obtaining an MVR check from HireRight, completing defensive driver training (Colby students), 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 MVR indicates the employee or student is a high risk, 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 they 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. Colby College has contracted with HireRight to complete motor vehicle record (MVR) checks for Colby students, employees, and volunteers required to operate a motor vehicles on Colby business. Complete the following to have a copy of your MVRs provided to the College from HireRight:
 - Complete and return Motor Vehicles Record Check permission form (Appendix A) to HR or Security. HireRight will contact you via e-mail to login to the site and provide your personal information for the MVR application.

- Follow the instructions and accept the terms for HireRight to complete the MVR check and provide the results to Colby.
- HireRight will compile your MVR results and submit the information to Colby's Security Department.
- Following completion of the HireRight application, please allow up to 5 business days for Security to review the results before any driving occurs. All new student drivers must also complete a defensive driver safety course Moodle to become a Certified Colby driver and be notified by Security that they are cleared to drive.
- 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.

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 violations in the most recent 36 months.
 4. For students and seasonal summer workers, any at-fault accident or verified moving violation in the most recent 36 months.
- ii. Once certified, Colby operators that must drive in their position 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 employee operators upon hire and as deemed necessary.
- iv. Student MVRs will be completed as requested and valid for the remainder of their college education or a maximum of four years.
 - a. If a Students wishes to drive in subsequent school years following the school year the HireRight MVR was completed, they must maintain a compliant MVR and update their MVR status by self-disclosing any changes on Appendix F.

5.5 Certified operator process for International student and employee drivers

- i. Due to the difficulty in obtaining MVR for international drivers, all international drivers must complete the requirements listed in *Section 5.1* as well as the following additional steps:

1. Complete the Colby College Fleet Safety Policy International Driver Certification form (Appendix E) and certify that they do not have any driving violations in their license issuing nation.
2. Complete the online driver training program America Drives available at <http://driversed.com/america-drives> and provide the certificate of completion to the EHS Director. The program is intended to familiarize international drivers with US driving laws and practices.
3. Complete an over-the-road driving demonstration with a professional driving school (typically KMD Driver Education). Only drivers that demonstrate competent driving skill and understanding of US driving laws to the instructor will become certified.

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 accepted students or over 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 employees required to drive in their position, 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 a driver's license, 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.
- 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: 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.

APPENDIX E: INTERNATIONAL DRIVER CERTIFICATION FORM

This form must be reviewed and signed by all international driver applicants to self-certify that they have an acceptable MVR.

APPENDIX F: STUDENT MOTOR VEHICLE RECORDS ANNUALLY UPDATE FORM

This form must be completed and signed annually by student drivers how have completed an MVR review per HireRight to self-certify that they continue to have an acceptable MVR.