



SUPERVISOR TIPS



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Colby's Fleet Safety Policy (FSP)

Supervisor Tips is a newsletter produced by the HR, Safety, and Talent areas to assist supervisors and administrative staff to learn or reinforce valuable supervisory information. This particular newsletter will focus on the latest revision of Colby's Fleet Safety Policy, including the Certified Driver Program.

The FSP applies to all Colby College employees and students when operating College owned vehicles or vehicles rented by the College. The use of personal vehicles may also be subject to the FSP if the operator is reimbursed for mileage while using their vehicle on Colby business.

- ◆ The highest risk activity that most people routinely undertake is operating or riding in a motor vehicle. The purpose of Colby's [Fleet Safety Policy](#) is to establish a safe driving program that minimizes accident and injury risk to the staff, students, and general public.
- ◆ In order to operate a vehicle for the College, all potential Colby drivers must complete a motor vehicle records (MVR) check through Colby's insurance carrier. The completed [application form](#) and a copy of the applicant's driver's license must be sent to Security for processing.
- ◆ MVR requests will be grouped and sent to the insurance carrier once a week on Tuesday morning. Results may take up to 10 days; please plan accordingly.
- ◆ All student drivers must complete a defensive driving training program on Moodle before an MVR review will be requested. Security or applicable departments will enroll the students in the Moodle.
- ◆ The FSP lists the specific criteria required for eligibility to operate a motor vehicle for Colby. The requirements differ for students and employees.
- ◆ Students must apply **annually** to the Certified Driver Program to remain eligible. Employees' MVR will be rechecked automatically through Security every three years.
- ◆ A critical condition of becoming a Certified Driver is agreeing to and signing the [Colby Motor Vehicle Operation Requirements Acknowledgment](#). The acknowledgment summarizes some of the basic operator requirements listed in the FSP.
- ◆ Additional training provided by the EHS Director is required for all employees or students that will be operating the following specialty vehicles:
 - ◇ Golf Carts (as of 2016, must be 18 and undergo a MVR check)
 - ◇ Mini-buses
 - ◇ 12 Passenger Ford Transit Vans (must be preapproved by EHS Director)
- ◆ Regardless of severity, all accidents must be reported to the Security Office, as soon as it is safe to do so. Also, if possible, obtain a copy of the police report to be submitted to our insurance company.

If you have questions about the Fleet Safety Policy, becoming a certified driver, or require training on a specialty vehicle, please contact Wade Behnke, the Director of Environmental, Health, & Safety at extension 5504 or e-mail: wade.behnke@colby.edu.

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