

VEHICLE OPERATIONS SAFETY POLICY

Randolph College

Purpose: To ensure the safety of our students and employees during the operation of motor vehicles. This policy applies to all vehicles used for school business, including owned vehicles, leased vehicles, rented vehicles, and personal vehicles.

Driver Qualifications

1. Any person operating a vehicle on behalf of the college must be insurable and hold a valid driver's license. If driver's license is revoked or suspended for any reason, he/she must immediately contact his/her immediate supervisor and the Director of Safety and Security. Foreign driver's licenses will not be accepted.
2. Any person operating a vehicle that requires a commercial driver's license (CDL) must have both their valid CDL and any appropriate endorsements for that class of vehicle.
3. Motor Vehicle Record (MVR) verifications are required:
 - To promote employee safety and to mitigate the high risks and costs associated with the operation of a college vehicle, MVR verifications will be performed on a pre-employment and an annual basis for key employees that drive regularly and periodically on the balance of the active driver list.
 - These checks will produce a history of traffic violations and will help ensure that safe and responsible employees are operating college vehicles. Employees with multiple moving violations and/or at-fault accidents will be subject to progressive corrective action including counseling, mandatory participation in a driver training program, loss of use of a college vehicle or termination of employment. The loss and/or suspension of an employee's driver's license, where driving is an essential function of the job, may result in disciplinary action up to and including termination of employment.
 - All drivers who operate a vehicle on behalf of the college must complete a motor vehicle release form.
 - All drivers are required to successfully complete the driver safety and orientation program, including the on-line vehicle tutorial and the behind the wheel portion, prior to operating a college vehicle.
4. Prior to using a personal vehicle on behalf of the college, an employee must:
 - Have a valid driver's license.
 - Have liability insurance – Provide proof of auto liability insurance to the Director of Safety and Security. *The college does not carry insurance on and assumes no responsibility for any damage to an employee's personal vehicle, even when it is used on behalf of the college. It is the employee's responsibility to carry state minimum liability insurance coverage.*

- Obtain advance approval to use a personal vehicle on behalf of the college from his/her supervisor.

Vehicle Operations

1. The college's liability insurance protects both the college and the approved driver against damages resulting from bodily injury and/or property damage occasioned by the authorized use of any college vehicle.
2. College vehicles are intended for use only in the conduct of college business or for approved activities. The college has insurance for damage occurring to college vehicles. If an accident occurs while the individual is not driving on behalf of the college, the individual will pay the applicable deductible.
3. Employees are responsible for safe and responsible driving and are expected to follow traffic laws, posted speed limits, practice defensive driving, wear seat belts, refrain from using personal communication devices, and avoid any activity that has the potential to divert attention from driving safely (i.e. smoking, eating, etc.).
4. No college vehicle may be operated by anyone under the influence of illegal drugs or alcohol. Employees are subject to disciplinary action up to and including termination for their conduct and actions while alcohol or drug impaired.
5. All routine routes for shuttle operations are reviewed by Director of Safety and Security on a semi-annual basis to ensure safe routes. Drivers may not deviate from their designated route for shuttle operations, unless traffic has been diverted or supervisor has approved route change. Drivers may not deviate from designated drop off and pick up locations.
6. Vehicles cannot exceed the recommended load capacity of the vehicle for both number of passengers and weight of cargo.
7. Drivers have the right to refuse transport of a passenger who is unable or unwilling to control behavior. Drivers have the right to refuse transport of passengers carrying alcoholic beverages.
8. College vehicles must be secured when not occupied and must have contents reasonably safeguarded.
9. The use of radar detectors (or similar speed enforcement detection) is strictly prohibited.
10. Drivers are required to turn off the engine, refrain from smoking and use of wireless phone/blackberries while fueling vehicle. If vehicle is left unattended, please lock the vehicle.
11. The Buildings and Grounds Department will ensure that college vehicles are regularly inspected and receive required maintenance. Individuals should also inspect vehicles prior to use and upon return for maintenance needs or concerns. Upon discovery of vehicle problem, individual must

immediately contact college switchboard operator. Individuals are required to keep the vehicle clean and in good operating condition at all times.

12. All accidents must be reported to the College (Director of Safety & Security and/or immediate supervisor) immediately. Such reporting is necessary to assure that all facts of the accident are available should unexpected claims be received at a later date.
13. All accidents will be reviewed and investigated by the Director of Safety & Security and/or designee in a timely manner.
14. Drivers are responsible for reporting receipt of all traffic citations immediately and are personally responsible for paying all traffic penalties.

Driver Safety Training

A critical component of a comprehensive vehicle operations safety plan is proper driver training and preparation through skills assessments, including both written and practical evaluations necessary for driver certification. Frequency of operation contributes to the validation of a driver's ability to safely operate College-owned vehicles. Thus, driver retraining and/or recertification should be required periodically, especially when incidents or repeated incidents with vehicle damage occur.

This training applies to all personnel of the College, including faculty, staff, and contract employees acting as agents of Randolph College, who will become or are currently certified (qualified by meeting existing guidelines) to operate any College-owned or leased vehicle while on College business..

Initial Training Steps

- Successful completion of Alert Driving on-line tutorial and quiz for large passenger vehicles.
- Successful completion of practical, behind-the-wheel operation of 15 passenger minibus and 10 passenger van (formerly 15 passenger), conducted by a designated instructor from the department of safety and security. This practical assessment includes driving course excerpts from the Commonwealth of Virginia Emergency Vehicle Operator's Course materials.

Vehicle overview

1. Performing vehicle inspections (checklist)
2. Trip log/paperwork
3. Cargo loading
4. Adjustment of mirrors
5. Keys
6. Gauges, instrument panels and lighting
7. Passenger safety restraints
8. Emergency window exit (if applicable to vehicle)

9. Vehicle security
10. Cleanliness

Behind-the-Wheel (instructor observed/accompany trainee)

1. General driver safety review
2. Parking lot/cones course/road test
3. Safety restraint
4. Use of mirrors/adjustments
5. Low clearance/height awareness
6. Lane changes/proper use of signals
7. Proper backing techniques/use of spotter
8. Speed limits
9. Anticipating/approaching other vehicles
10. Braking/stopping distances

Periodic Driving Record Review

Annual or periodic driving record checks may reveal concerns that require attention. Recommendations for driver improvement courses and/or driver safety retraining may be necessary in order for a driver to meet minimum vehicle operation standards. In these cases, the Driver Qualifications section of this policy should be reviewed for direction.

***Note: The College follows current insurance provider guidelines as one of several factors in determining a drivers' suitability for safely operating a College-owned or leased vehicle.**

Driver Incidents and Corrective Measures

Corrective action should be considered for a driver anytime a collision occurs, based upon the individual incident. Incidents should be judged by determination of 'at fault' by police or College internal investigation, violation of traffic law – court summons received (innocence or guilt to be determined by court of law), damage repair cost estimate, a recommendation provided by the Director of Safety and Security, and/or by the driver's supervisor, including the Dean of the College in the case of faculty drivers, regarding the degree or severity of corrective action considered. The Director of Human Resources or Dean of the College should be consulted prior to the preparation of any formal disciplinary action.

A single incident occurrence within a calendar year should be summarized in writing and placed in the employee's personnel file. Severity and/or degree of damage or personal injury may warrant additional follow up by the driver's supervisor or Dean of the College, including written corrective action. Retraining may also be recommended.

Drivers who have more than one driving incident occurrence in a calendar year will have their College driving privileges suspended indefinitely until driver safety retraining is successfully completed. Retraining will consist of the behind-the-wheel portion of the initial driver training scenario. This should be accomplished as soon as possible, or within fourteen (14) days of the

incident, and documented in the employee's file. Documented corrective action should be included as a written warning and should follow a progressive disciplinary path, which may lead to termination of employment. Cases involving faculty drivers having more than one occurrence within a calendar year must be reviewed with the Dean of the College. College driving privileges will be suspended indefinitely until driver safety retraining is successfully completed as stated above.

Any additional incident occurrences during the same calendar year, or two or more incidents within a consecutive twelve month time period, may result in more severe disciplinary action, and would be considered a personnel matter. Consultation with the employee's supervisor, and/or the Director of Human Resources, or the Dean of the College when a faculty member is involved, is necessary. College or leased vehicle driving privileges for College business will be suspended or temporarily revoked for an indefinite period.

Appeal of Suspension or Revocation

Should the admonished employee wish to appeal the suspension or revocation set forth in this policy, the College's established Staff Grievance Procedures or Policies and Procedures Governing Faculty Grievances should be followed. The Dean of the College and/or Director of Human Resources will advise the Director of Safety and Security as to the outcome in these cases.

Restoration of Driving Privileges

If permission is granted to restore the employee's driving privileges following suspension or revocation appeal, retraining must be successfully completed prior to operating a College-owned or leased vehicle on business. Retraining shall include the on-line tutorial, quiz and the behind-the-wheel portions of the driver safety training process.

These guidelines provide clarity and direction for safe operation of College vehicles, and holds individuals accountable for careless or improper actions.

Contact Information Regarding Fleet Operations

Emergency: Call College switchboard (24/7) at 434-947-8000

Accidents: Call College switchboard (24/7) at 434-947-8000