

## 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 vehicles owned by the College, 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, they must immediately contact their direct supervisor and the Director of Campus Safety. Foreign driver's licenses will not be accepted.
2. **Per Virginia law, within 30 days of changing your address, you must notify DMV and provide the street address of your principal Virginia residence.**
3. 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.
4. 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, which is included within the background check form.
  - All drivers are required to successfully complete the driver safety and orientation program, including the on-line vehicle safety training, and the behind the wheel portion, prior to operating a College vehicle.
5. Prior to using a personal vehicle on behalf of the College, an employee must:
  - Have a valid United States driver's license.
  - Have liability insurance – Provide proof (declaration page) of auto liability insurance to the Director of Campus Safety. *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. It is encouraged that personal auto insurance policy limits be no less than \$100,000/\$300,000/\$100,000. (\$100,000 each person, \$300,000 each accident, \$100,000 property damage each occurrence)*

- Obtain advance approval to use a personal vehicle on behalf of the College from their supervisor.

### **Insurance Responsibility**

- **Your Own Personal Vehicle**

If your own vehicle is used for College related business, for yourself or transporting other individuals, insurance industry standards state that the ***vehicle owner's insurance is primary. Therefore, if an accident occurs you should contact your insurance company and Human Resources.***

- **Rental Cars – Continental United States**

Rental Cars, or as insurance company's define them, "hired cars," ***in the Continental United States fall under the College vehicle insurance policy.*** At the time of rental pick up, the rental company will ask if you would like additional insurance. You do not need to accept this additional insurance as your rental will be covered under the College's plan.

- **Rental Cars – Outside the Continental United States & Internationally**

Rental Cars, or as insurance company's define them, "hired cars," ***do not fall under the College's vehicle insurance policy outside the Continental United States and Internationally.*** At the time of the rental pick up, the rental company will ask if you would like additional insurance. **You should elect this additional coverage.**

### **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. texting, 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 Campus Safety 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 devices 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 the 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 Campus Safety 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 Campus Safety 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 electronic 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 faculty and staff of the College and those 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 an on-line tutorial and quiz for large passenger vehicles.
- Successful completion of practical, behind-the-wheel operation of 15 passenger minibus and multi passenger van, conducted by a designated instructor from the department of campus safety.
  
- **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.

Motor vehicle record checks will be retained in Human Resources.

**\*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 Campus Safety, and/or by the driver's supervisor, including the Vice President for Academic Affairs in the case of faculty drivers, regarding the degree or severity of corrective action considered. The Director of Human Resources or Vice President for Academic Affairs 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 Vice President for Academic Affairs, 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 Vice President for Academic Affairs. 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 Vice President for Academic Affairs 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 Vice President for Academic Affairs and/or Director of Human Resources will advise the Director of Campus Safety 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.

## **Accident Reporting**

**Emergency:** Call 911! Notify the College's Reception & Information Desk (24/7) at **434-947-8000** as soon as possible.

**Accidents:** Call the College's Reception & Information Desk (24/7) at **434-947-8000**.

Accident Reporting Instructions are included in the trip information documents received by each driver from the Reception and Information Desk upon vehicle key issuance.

Representatives of various departments at Randolph who drive College or rental vehicles on a regular basis, such as Admissions, Athletics, Buildings & Grounds, Institutional Advancement, and the President's Office, have access to Accident Reporting Instructions. \*Carefully review all rental agreements at time of vehicle acceptance for any specific requirements by the rental agency.

### **Theft from or damage to your vehicle (personal or assigned) only when you did not witness:**

1. You must notify the local police department immediately.
2. Notify the Director of Campus Safety that you have reported to the police and with whom you have spoken. (A report or case number should be requested from police.) The Director of Campus Safety will notify you of how you should proceed.
3. Forward a copy of the police report to the Director of Campus Safety along with a personal note as to what occurred.

**DO NOT DISCUSS FAULT WITH, OR SIGN ANYTHING FOR ANYONE EXCEPT AN AUTHORIZED REPRESENTATIVE OF RANDOLPH COLLEGE, A POLICE OFFICER, OR A REPRESENTATIVE OF THE COLLEGE'S INSURANCE PROVIDER.**

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I signify that I have read and understand this policy and will comply with all requirements.

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Driver Signature

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Date

*Updated 11/2019*