



RANDOLPH COLLEGE

VEHICLE OPERATIONS SAFETY POLICY

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.

Distance and Time Behind-the-Wheel Restriction: Safe, attentive operation of a motor vehicle requires careful consideration of many factors such as distance, time of day/night, potential driver fatigue, weather and road conditions and vehicle dependability. A mileage limitation from the initial point of origin, typically the Randolph campus, to the destination and return, shall be no more than 250 miles each way. In addition, This includes operation of College-owned and rental/leased vans, minibuses and passenger cars.

Driver Qualifications

1. Any person operating a vehicle on behalf of the College must be insurable and hold a valid driver's license. If a 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.



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- 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, rental vehicle for College business, or use their personal vehicle for College business.
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
 - Obtain advance approval to use a personal vehicle on behalf of the College from their supervisor.
 - Successfully complete driver safety training, as stated previously.

Accident Reporting

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

Accidents: Call 911! Notify Insurance company afterwards please call the College's Reception & Information Desk (24/7) at **434-947-8000**.

Accident Reporting Instructions are included on the clipboard received by each driver from the Reception and Information Desk upon vehicle key issuance. Reporting Instructions can also be found in the vehicle's glove compartment.

Representatives of various departments at Randolph who drive College or rental vehicles on a regular basis, such as Admissions, Athletics, Buildings & Grounds, Campus Safety, 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.

Insurance Responsibility

● **Your Own Personal Vehicle**

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*



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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)

- **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 companies 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.**

Driver Safety Regulations

1. **Distance Driving Limitations:** The College recognizes that drivers will periodically be required to drive long distances in either institution owned vehicles, leased vehicles or, occasionally, personal vehicles for institution sponsored sporting events, activities and other institution business. To maintain driver safety and awareness on these long trips, the institution limits the length of combined driving and event participation time to 10 hours per day without at least 8 hours of rest/ sleep. This procedure is necessary to reduce driver fatigue and maintain awareness during these long road trips.
2. Vehicles cannot exceed the recommended load capacity of the vehicle for both number of passengers and weight of cargo.
3. 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.
4. All accidents will be reviewed and investigated by the Director of Campus Safety and/or designee in a timely manner.
5. Drivers are responsible for reporting receipt of all traffic citations immediately and are personally responsible for paying all traffic penalties. Failure to do so may result in the suspension of College driving privileges.



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6. 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.
7. 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.
8. Family members or friends of a driver or passenger, or anyone who is not affiliated directly with or employed by Randolph College, are NOT allowed as a passenger or rider in a College-owned vehicle, or rental vehicle while the driver/employee is on College business.
9. 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, earbuds, headphones, and avoid any activity that has the potential to divert attention from driving safely (i.e. texting, smoking, eating, etc.).
10. 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, and subject to arrest by law enforcement personnel.
11. All routine routes for shuttle operations are reviewed by the Director of Campus Safety on a semi-annual basis to ensure safe pathways. Drivers may deviate from their designated route for shuttle operations if time permits and it is determined to be necessary. Drivers must use their own discretion.
12. 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 open alcoholic beverages. Any open alcoholic beverage container violates Virginia law and is not allowed within the vehicle.
13. College vehicles must be secured when not occupied and must have contents reasonably safeguarded.
14. Drivers are required to turn off the engine, refrain from smoking or using wireless devices while fueling vehicles. If the vehicle is left unattended, lock the vehicle.
15. The Buildings and Grounds Department will ensure that College vehicles are regularly inspected and receive required maintenance. Individuals MUST also inspect vehicles prior to use



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and upon return for maintenance needs or concerns. Upon discovery of a vehicle problem, individuals must immediately contact the College’s Reception & Information Desk. Individuals are required to keep the vehicle clean and in good operating condition at all times.

Periodic Driving Record Review

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 the Human Resources office.

***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 Provost and Vice President for Academic Affairs in the case of faculty drivers, or the Vice President for Finance and Administration for staff drivers, regarding the degree or severity of corrective action considered. The Director of Human Resources, the Provost and Vice President for Academic Affairs, or the Vice President for Finance and Administration, should be consulted prior to the preparation of any formal disciplinary action.

Staff	Faculty
<ul style="list-style-type: none"> ● Incidents reviewed by VP for Finance and Administration -Single incident within a calendar year will be summarized and placed in employees personal file and depending on severity retraining will take place with a staff member of Campus Safety. -Two incidents within a calendar year will have driving privileges suspended indefinitely 	<ul style="list-style-type: none"> ● Incidents reviewed by Provost and VP of Academic Affairs -Single incident within a calendar year will be summarized and placed in faculty member’s personal file and depending on severity retraining will take place with a staff member of Campus Safety. -Two incidents within a calendar year will have driving privileges suspended indefinitely



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<p>until driver safety retraining is successfully completed.</p> <ul style="list-style-type: none">-Retraining is classified as completing a VA DMV Certified Driver Improvement Course at the cost of the employee.-Retraining should be accomplished within 14 days of incident and documented in employees personal file.-Corrective actions could lead to progressive disciplinary path up to separation-Any additional incidents during the same calendar year or two incidents within 12 consecutive months will result in a consultation with the employee's supervisor/director of Human Resources.	<p>until driver safety retraining is successfully completed.</p> <ul style="list-style-type: none">-Retraining is classified as completing a VA DMV Certified Driver Improvement Course at the cost of the faculty member.-Retraining should be accomplished within 14 days of incident and documented in faculty member's personal file.-Any additional incidents during the same calendar year or two incidents within 12 consecutive months will result in a consultation with the Provost and VP for Academic Affairs.
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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 Finance and Administration, the Provost and 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 (on a case by case basis) can either consist of Randolph College's own on-line driving training in conjunction with behind the wheel training with a campus safety approved trainer or a VA DMV Certified Driver Improvement Course at the cost of the employee.

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

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



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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 will be required every 3 years for infrequent users. In addition, incidents or repeated incidents with vehicle damage occurring will result in automatic retraining and/or potential loss of driving privileges.

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 common or large passenger vehicles.
- Successful completion of practical, behind-the-wheel operation of 14 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



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7. Proper backing techniques/use of spotter
8. Speed limits
9. Anticipating/approaching other vehicles
10. Braking/stopping distances

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 Reception and Information Desk that you have reported to the police and with whom you have spoken. A campus safety officer may take an incident report.
3. Forward or deliver a copy of the police report (a report or case number should be requested from the police) to the Director of Campus Safety along with a complete description 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.

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

Driver Signature

Date

Updated 11/2023