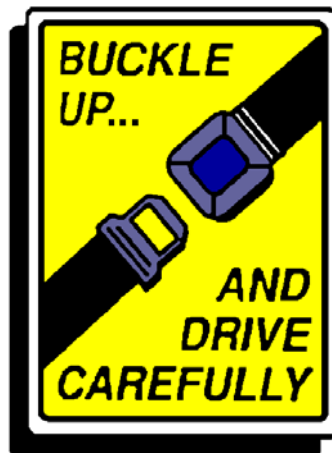


# NORTHEAST COMMUNITY COLLEGE



## DRIVER/FLEET SAFETY PLAN

Original: February 2000  
Revised: August 2001  
Revised: October 2002  
Revised: September 2007

**NORTHEAST COMMUNITY COLLEGE**

**DRIVER/FLEET SAFETY PLAN**

Per Administration Policy Code 2070, Environmental Safety and Health, protection of the health and safety of the employees and students of Northeast Community College is an important goal of the Administration.

The Driver/Fleet Safety Plan has been implemented to accomplish the objective stated above. The plan was developed under the guidance of the Safety Sub-Committee. Each employee shall be responsible for compliance with the plan.

\_\_\_\_\_  
Dr. Bill Path, President

\_\_\_\_\_  
Date

**NORTHEAST COMMUNITY COLLEGE  
DRIVER/FLEET SAFETY PLAN  
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## **NORTHEAST COMMUNITY COLLEGE DRIVER/FLEET SAFETY PLAN**

### **1.0 General**

The Driver/Fleet Safety Plan has been developed to define standards of conduct for faculty, staff and students who operate college-owned motor vehicles while conducting college business. The primary goal of this plan is to help prevent accidents and minimize the risk of personal injury associated with those incidents.

### **1.1 Definitions**

For the purpose of this plan, “motor vehicle operator” refers to any faculty, staff or student, 18 years of age or older, who operates a college-owned vehicle while conducting college business. Individuals who are under 18 years of age may not operate a college-owned motor vehicle to conduct college business.

## **2.0 Driver's License**

All college motor vehicle operators must be in possession of a valid driver's license from their state of residence. In the event that an employee's job description requires him or her to drive a "commercial vehicle," the employee will be required to obtain and maintain a valid commercial driver's license (CDL).

## **2.1 Vehicle Operator Responsibility**

Drivers of all college vehicles agree to observe all traffic laws and regulations and drive in a prudent and responsible manner so as to protect passengers, the public and personal properties. Drivers understand the use of public property is a privilege, not a right and that negligence resulting in destruction of all or part of that property is a crime punishable by law.

Motor vehicle operators must report all traffic citations received while on college business to their department head and Safety Director. They must also report the onset of any physical or mental condition that may impair their ability to drive.

### **3.0 Fleet Safety Regulations**

- All drivers of college vehicles must present a valid drivers license each time a vehicle is checked out.
- All staff must present a completed travel authorization form when checking out a vehicle.
- All drivers must sign the Motor Pool Checkout form when the vehicle is picked up.
- The driver shall be responsible for doing a visual check of tire inflation on a routine basis.
- The driver shall be responsible for checking the flashlight, fire extinguisher and first aid kit when checking out a vehicle.
- The driver is responsible for using good judgment when the road conditions warrant slower speeds or no travel at all.
- Seat belt usage required.
- Police radar detectors will not be installed in any college vehicle. Installation of a radar detection unit will be considered an intent to break the legal speed limit and jeopardize the safety of passengers.
- If using a car phone, it is recommended that you pull off the side of the road if at all possible. Hazard lights should be turned on to alert traffic.
- The driver shall be responsible for reporting any accident to the Vice President of Administrative Services and completing any accident forms as required by the college insurance carrier and the state in which the accident occurred.

## 4.0 College Responsibility

Northeast Community College physical plant staff is responsible for equipping each college-owned vehicle with ice scraper, flashlight, first aid kit and fire extinguisher. If the driver or passengers use this equipment and items need to be replaced, physical plant staff must be notified.

### 4.1 Accident Reporting

It is the responsibility of all Northeast Community College motor vehicle operators to report all accidents, regardless of damage. Accidents that occur on College property must be reported immediately to the Norfolk City Police and to the Director of Physical Plant. Accidents that occur off campus must be reported immediately to the appropriate law enforcement agency and to the Vice President of Administrative Services as soon as practical.

- Call or have someone call the law enforcement agency and provide information about the accident. **Do not** leave the scene or move the vehicle until advised to do so by the officer.
- Assist injured persons, but **do not** attempt to move them unless a threat to life exists.
- A drug and alcohol test will be conducted on the driver of the college-owned vehicle within 24 hours of the accident when bodily injury to those involved occurs.
- Obtain the names of witnesses, insurance information and other pertinent facts. Also record the name and badge number of the officer who takes the report. Forward the information to the Vice President of Administrative Services as soon as possible. An accident report form is located with the registration holder in the college-owned vehicle.
- Request a copy of the incident report or obtain the case number associated with the accident if a copy is not immediately available.
- Report the incident to your supervisor as soon as practical.

### 4.2 Accident Review and Insurance

The Vice President of Administrative Services and Director of Physical Plant will review each accident that involves a college-owned vehicle and each incident where a vehicle operator has been cited for a violation of Motor Vehicle Law while operating a vehicle on college business.

### **4.3 College Insurance**

- Covers liability for personal injury and damage to the property of others.
- Covers faculty, staff and students while they are driving college-owned vehicles. When employees operate their own vehicles while on college business, their insurance company will be considered as the primary insurer with the college's coverage being secondary.

### **4.4 Discipline**

Drivers who violate the college's Driver/Fleet Safety Plan are subject to disciplinary action. (*Refer to Positive Discipline Policy Code 2115*) Department heads will send documentation of any disciplinary action associated with the enforcement of this policy to the Human Resources office for inclusion in the employee's file or to the Vice President of Student Services for inclusion in the student's file.