

Wheaton College
Fleet Safety Program
September 2008

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Introduction

The goal of the college Fleet Safety Program is to ensure safety for all drivers and passengers of college-owned/leased vehicles by minimizing accidents and injuries resulting from vehicle incidents; eliminating the operation of unsafe vehicles; providing adequate driver training for all college on and off-road vehicles; and defining clear lines of responsibility for fleet safety. The program is administered by the Department of Public Safety and Business Services with collaboration and guidance from Human Resources and Physical Plant.

Policy Statement

The personal safety and health of each employee, students and the public are of primary importance to the college. Therefore, every attempt will be made to reduce the possibility of accidental occurrences, which may result in injury or property damage.

Positive driving habits by college drivers directly create a favorable impression of the college to others. Conversely, unfavorable driving habits reflect poorly upon our college and the employees. We must be professional in our approach to managing this asset of our school. All employees and authorized drivers need to comply with established fleet safety policies.

A degree of risk exists in everything we do in life. The college is committed to providing as safe a working environment as possible. Accident prevention is always the first order of business on any day and will take precedence over expediency or short cuts.

We will maintain a fleet safety and loss control program conforming with best practices for higher educational facilities. The program will include driver qualification, training and supervision of drivers, establishment of safe practices and rules, planned inspections, vehicle maintenance, accident reporting, investigation and review of accidents and motor vehicle (driver history) record checks.

The cooperation of all authorized drivers is required, not only from supervisors, but fellow workers and the rest of the campus community as well. Only through the cooperative efforts of all employees, students, and management can a fleet safety and loss control program be effective.

1. Definitions

Authorized Fleet Program Driver: In order to be an authorized Fleet Program Driver, individuals must be authorized by Public Safety, Business Services and Human Resources utilizing the judgment criteria outlined within the college Fleet Safety Program.

Motor Vehicle Record (MVR): A Motor Vehicle Record, or MVR, details an individual's past driving history based on violations and accidents over a predetermined period. MVR's are reviewed on an annual basis as part of the college's Fleet Safety Program implementation.

Authorized Van Driver: In addition to being an authorized Fleet Program Driver; an authorized Van Driver must complete the current Wheaton Van Operator license requirements. The Van Licensing process requires that each driver, under the direction of Wheaton's Public Safety Department, must undergo classroom training, pass a written exam, satisfactorily complete Van Safety Orientation, and have an acceptable Driver History (MVR) Check completed. No person should drive a college-owned/rented/leased van without completing this program and receiving official authorization.

2. Roles and Responsibilities

Each college employee and student driver has a designated role in the college Fleet Safety Program. To implement a successful Fleet Safety Program, all participants must know and understand their roles relative to the program. The following identifies and outlines the roles of each participant. Any questions regarding specific roles should be addressed with Public Safety and/or Business Services.

Fleet Safety Committee: This committee will be comprised of representatives of Public Safety, Business Services, Human Resources, Physical Plant, individual departmental user representatives by invitation, and the Boston Consortium Director of Risk Management. The group will meet periodically to discuss policy, review incidents/accidents, and generally monitor aspects of the college Fleet Safety Program. Other responsibilities include:

- Compile and review data on college vehicle accident experience
- Provide data on accident experience, causes and corrective measures as guidance to drivers and supervisors
- Determine qualification status of drivers with questionable accident or violation experience
- Revoke college driving privileges when necessary because of adverse accident or violation experience, falsification of records, repeated failure to abide by regulations, or other reasons based upon judgment of the committee
- Monitor progress of vehicle safety programs.

Safety Administration: Business Services, Human Resources and Public Safety oversee the implementation of the Fleet Safety Program. Duties of this role include:

- Authorize all participants in the Fleet Safety Program
- Approve and maintain a current listing of college Authorized Drivers
- Communicate all new policies and guidelines to Department Fleet Representatives
- Conduct audits on department fleet safety compliance
- Maintain all necessary data on all college Fleet Safety Program participants
- Investigate accidents involving college vehicles
- Initiate withdrawal of participants from the Fleet Safety Program as established by the guidelines
- Explore improvements and expansion for the program
- Implement new policies as jointly established by Business Services, Human Resources, Physical Plant, Public Safety and/or The Fleet Safety Committee
- Ensure completion of the required forms and training (I.e. Annual Driving History Questionnaire and checks, Vehicle Use Agreement and Regulations, safe driver training, van safety training, etc.)
- Any accident involving a departmental college vehicle will require Public Safety notification within 24 hours. Public Safety will disseminate this information as needed to required departments.
- The Fleet Safety Committee will inform Authorized Fleet Program Drivers about new policies or procedures for Fleet Safety
- Public Safety will issue and control distribution of van keys only to authorized drivers.
- Business Services, in collaboration with various college departments, will advise individuals interested in joining the Fleet Safety Program of the required procedures

****Physical Plant Grounds Department will be responsible for maintaining records for college vehicle maintenance, repairs and inspections.**

Department Supervisors: Supervisory responsibility is an important component in the monitoring of vehicle access by authorized drivers. The Supervisor's role includes:

- Permit only authorized, qualified drivers to operate college vehicles on college business
- Report any changes in authorized driver status to their Department Head who will notify Public Safety, Business Services and Human Resources.

Individuals (Employees and Student Drivers)

- Operate college vehicles only after attaining authorization through college safety program and vehicle orientation processes.
- Operate vehicles according to the Fleet Safety Program requirements
- Report vehicle defects to Physical Plant and accidents to their supervisor and Public Safety.
- Immediately report changes in driving status to your supervisor who will notify Public Safety, Business Services and Human Resources.
- Accept consequences of non-compliance penalties

3. Fleet Driver Qualifications

It is a privilege and a requirement for certain positions, not a right, to drive a college vehicle. Before anyone is allowed to drive a college vehicle for college business, they must be authorized. In order to be an Authorized Fleet Program Driver, individuals must meet the following judgment criteria:

Qualification Requirements

- Must be at least 18 years of age and possess a valid United States or Canadian driver's license
- Must meet Motor Vehicle Record review criteria as described below
- Must participate in vehicle-specific training (vans, golf carts, utility vehicles, etc.) as required by the college
- Must comply with all requirements set forth in the college Fleet Safety Program and Driver Safety Program.
- Must comply with **special requirements*** as applicable (see next section)

*Special Requirements: The college maintains special requirements for employees and/or student(s) vehicle use in college sponsored business or activities. All drivers are required to meet the additional requirements as described below:

Personal Vehicles Used for College Business: An employee's use of their personal vehicle to conduct college business is done at their own risk and assumption of liability. The college will not be responsible for any collision damage, deductible amount, associated bodily injury treatment and liability, third party claim or any other related expenses and claims requests resulting from the driver and/or owner having an automobile accident or similar loss. Use of your personal vehicle and request for mileage reimbursement from the college at the standard college rate represents compensation for expenses and risks incurred (gas, vehicle wear and tear, insurance, etc.). Non-reimbursement or failure of the employee to submit a mileage reimbursement form, does not change this policy or its intent.

Any driver who violates federal, state or local law does so at their own peril and assumes ALL associated risks. The college will not reimburse employees for driving or parking violations nor will the college provide bail bonds or other funds/support consequential to an arrest.

It is strongly encouraged that any employee who drives their own vehicle on college business, for their own protection, meet the following minimum criteria:

- Should have insurance with limits of liability of at least:
 - \$100,000 bodily injury coverage per person
 - \$300,000 bodily injury coverage per accident
 - \$ 50,000 property damage coverage per accident
 - \$ 5,000 medical payments coverage per person
- Follow safe driving practices and comply with all driving laws and ordinance.

Authorized Van Driver: In addition to the above listed requirements, each driver requesting permission to drive a college-owned passenger van must have three years of driving experience and must be specifically authorized to do so through the college Public Safety Department. Prior to receiving authorization, each driver must undergo classroom training, pass a written exam, and satisfactorily complete the Van Safety Road Test under the direction of the Department of Public Safety.

Off-Road Vehicle Driver (golf cart, gator): For those individuals driving off-road type vehicles, such as golf carts and/or gator vehicles, the driver must additionally complete driver familiarization training administered by the college Grounds Department.

Motor Vehicle Record Review: A Motor Vehicle Record, or MVR, details an individual's past driving history based on violations and accidents over a predetermined period.

All Fleet Program Drivers are required to meet defined expectations as required by college policy and practice. Since driving eligibility is subject to change (without college notice), it is critical that MVR's are reviewed on a predetermined basis. At a minimum, MVR's will be reviewed for each Fleet Program Driver upon hire and annually thereafter.

In addition to having a valid, current driver's license and a safe driving record, you are required to notify the Director of Human Resources in writing of any motor vehicle violations within five (5) business days of the occurrence. Failure to maintain these requirements or to notify the college of any infractions that affect your driving record may result in disciplinary action up to and including termination of employment.

Upon Hire or Placement in a Driving Program. An employee or student will not be asked to drive on college business until their driver history record check (MVR) and training are complete. If driving a college vehicle is a requirement within the employee's job description, the college may choose not to hire or may terminate the employee if h/she cannot meet the college minimum driving standards (unable to perform job duties) as set forth in this document and within their job description.

As Part of Periodic Review (at least annually). As part of an ongoing program to re-verify the qualifications of existing drivers, an MVR will be obtained annually for all drivers and reviewed to determine if the employee meets our minimum driver history standards. Dependent on MVR status; training or other actions (removal and/or restriction of driving responsibilities, up to and including termination of employment) may be recommended to the Supervisor and Human Resources.

Each MVR will be reviewed by Business Services, Human Resources and Public Safety. MVR's will be made part of the college file. The college will review negative employee MVR's with the appropriate supervisor/director.

Motor Vehicle Record Evaluation: While there have been a few studies in the last two decades, it is difficult to precisely define the exact number of moving violations or reported accidents that will determine the ultimate safety of a prospective or existing driver. We do know, however, that high

numbers of moving violations and the presence of certain types of “serious” violations do point to an increased likelihood of having accidents in the future.

In our efforts to consistently review MVR’s for all Fleet Program Drivers, we’ve defined a standard threshold below which employees and Wheaton Van License applicants will not be eligible for driving privileges. Additionally, existing drivers not meeting requirements may have driving privileges revoked, be provided training and coaching, and/or face disciplinary action up to and including termination from employment.

The information found on MVR’s can be divided into four categories: Major Convictions, Minor Convictions, Technical Violations and Accidents. For the purposes of this policy, driver violations are defined in the following table:

Driver Violation Definitions

Major Convictions	Minor Convictions	Technical Violations
<p><i>Including but not limited to:</i></p> <ul style="list-style-type: none"> • Driving under the influence of liquor or drugs • Driving while impaired • Reckless driving • Careless driving or racing/speed contest • Failure to report an accident • Making a false accident report • Vehicular homicide or manslaughter • Attempting to elude a police officer • Driving while license is suspended or revoked 	<p><i>Involve any moving violations that are not major convictions. Examples include, but are not limited to the following:</i></p> <ul style="list-style-type: none"> • Speeding • Running a stop sign or red light • Improper turn • Passing across a double yellow line • Failure to yield • Following too close 	<p><i>Include, but are not limited to the following:</i></p> <ul style="list-style-type: none"> • Failure to wear a seat belt • Failure to sign or display proof of registration • Failure to have driver’s license in possession, provided a valid license exists • Improper display or failure to display license plates, provided such plates exist • Motor vehicle equipment violations, load or size requirements

In addition to convictions and violations, “Driver Accidents” is a fourth component critical to proper MVR review. All accidents and driver violations appearing on driver MVR’s are to be used in determining driver status (accept/decline). Certain violations, as seen below, will carry greater weight than others in determining status. However, the college retains the authority to use latitude of judgment for determining status depending on criteria NOT listed below.

Authorized Employee Drivers: The college has developed and adopted the following criteria to be used in evaluating employee driving records (MVR’s).

Employee MVR Evaluation Criteria

Any one of the following convictions, moving violations and at fault accidents will result in an applicant's ineligibility to operate a college owned/leased/rented vehicle:

- DWI (driving while intoxicated/driving under the influence), open container while operating, illegal substance violation within the most recent 36 months

And/or

- Reckless driving or driving to endanger in the most recent 36 months

And/or

- No more than 3 at-fault accidents and/or moving violations in the most recent 24 months.

A driver may be considered "Authorized" if the MVR passes the above criteria and the other training obligations are met.

Post-Accident Responsibility: Notify Public Safety, as soon as practical, following any accident involving a college owned or rented vehicle. Immediate notification is required if medical treatment of the driver or any passenger is necessary. For accidents with vehicular damage (Wheaton vehicle or outside party), the authorized driver must obtain and complete, **within 24 hours**, a State Motor Vehicle Accident Report, which can be obtained online at <http://www.mass.gov/rmv/forms/accident.htm> , and a Wheaton College Public Safety Incident report. Submit both reports to the Public Safety Department. **These reports will be subject to review by the Fleet Safety Committee. Findings with recommendations will be shared with the employee, their supervisor and Human Resources (if necessary).**

4. Insurance Requirements:

It is highly recommended that employees, who may choose to drive their own vehicle on company business, should, at a minimum, have the following insurance coverage for their own protection:

- \$100,000 Bodily injury coverage per person
- \$300,000 Bodily injury coverage per accident
- \$ 50,000 Property damage coverage per accident
- \$ 5,000 Medical payments coverage per person.

Note: Employees and students are responsible for any physical damage loss to personally owned or leased vehicles. College mileage reimbursements are accepted by the driver in lieu of fuel, maintenance, insurance costs and related risk exposures associated with driving ones own vehicle. Refer to appendix c for full details.

5. Vehicle Maintenance and Safety

Service maintenance of college-owned and/or leased vehicles shall be in accordance with instructions prescribed by the manufacturer. Whenever a vehicle is serviced the vehicle must be checked for safe operation. Items the maintenance personnel will check include but may not be limited to:

- Oil/fuel
- Windshield wipers
- Tire inflation
- Mirrors
- Lights (including directional indicators)
- Horn
- Leaks (coolant or oil on the ground under vehicle)
- Pre-existing damage
- Reverse warning alarms (if so equipped)

All vans and service vehicles, that are mandated by law to be equipped with a back-up warning device that sounds automatically whenever the vehicle is put into reverse, will be certified as operational during periodic maintenance checks.

The glove compartment of each college vehicle shall contain, at all times, the vehicle's registration, accident investigation form and insurance identification card. Each vehicles log for documenting prescribed safety checks is of file in the Grounds Department.

Noted deficiencies are immediately referred for maintenance using the Fleet Vehicle Maintenance Request (A sample Maintenance Request Form is included in the Appendices).

6. Specific Training Requirements

In addition to the general requirements described for authorization of college Fleet Drivers, additional controls are in place regarding the operation of non-traditional passenger and grounds-related vehicles. The college has adopted a policy requiring all individuals be specifically trained and authorized to operate passenger vans, maintenance vehicles and off-road vehicles, such as golf carts or gators. Training/authorization requirements will be completed within 90 days of policy implementation and/or date of employee hire, and are as follows:

Passenger Van Safety Training: Fleet authorized individuals driving college vans must complete van familiarization training program through the college Department of Public Safety .

Off-Road Vehicle Training (golf cart/gator): For those individuals driving off-road type vehicles, such as golf carts and/or gator vehicles, the driver must additionally complete driver safety/familiarization training administered through the college Grounds Department.

Maintenance vehicles: For those individuals driving tractors, lawn mowers, dump trucks, pick up trucks, box trucks, utility vans, Kabota, bobcat and similar maintenance/ground vehicles must complete familiarization/safety training administered through the Grounds Department.

Driver Safety Training: all authorized individuals driving college owned, rented, leased vehicles, must complete this program administered through Business Services and Public Safety.

7. Accident Reporting and Review

College drivers are responsible for reporting all accidents involving a college-owned, rented or leased vehicle used by their department to Public Safety following college policy outlined above.

A written report noting the circumstances of any accident must be completed by the driver involved in the accident. If a Town or State Police accident report is taken, the police department involved must be identified in the driver's report. This report is completed at Public Safety and a copy will be forwarded to Business Services for immediate review. All accident records are kept on file for at least 18 months.

Public Safety and Business Services should review and, when appropriate, investigate reported accidents. Accidents involving driver error or negligence will be charged to the individual's college budget. The circumstances of the accident, prior driving record and loss history will be reviewed and loss of college driving privileges may occur. Further, Business Services and/or the **accident review committee** may make recommendations to the driver's department head and the Director of Human Resources for consideration of disciplinary action up to and including termination of employment from Wheaton College.

8. Vehicle Operation Requirements and Safe Practices

In accordance with the requirements of the Massachusetts Department of Motor Vehicles and the college Environmental Health & Safety Policy, the following guidelines have been established to reduce the risk of incident and injury when it comes to the operation and use of motor vehicles by employees and students.

The goal of this policy is to protect the staff and students of the college who may be operating or riding as a passenger in a vehicle owned, rented or leased by the college. The following guidelines shall be adhered to:

All Vehicles (college-owned, leased, rented, or on loan):

- Seat belts are to be worn at all times when operating a college motor vehicle so equipped. These requirements apply to operations both on and off campus.
- The maximum speed for operation of "college vehicles" shall not exceed the posted speed limits or driving characteristics of said motorized vehicle.

- All doors (cargo, tail and lift gates) shall be closed at all times when the vehicle is moving. *Exception: If the cargo of the vehicle is adequately secured or the material being placed in the vehicle can not (because of size) be transported with the door or gate closed, then the material or equipment shall be secured in place and the proper warning flat, sign or tag must be affixed to the end of the equipment or material being transported.*
- No employee or student shall be permitted to ride unsecured (without a seat belt) in a college vehicle so equipped at any time while the vehicle is in motion. Sitting or standing in the back of a van, delivery vehicle, pick-up, dump truck or similar is not acceptable.
- When backing a motor vehicle such as a truck, delivery van or heavy equipment into a parking space, loading dock or similar, the passenger should exit the vehicle and provide assistance for the operator. The “spotter” shall be used to warn the driver, pedestrians or other vehicles about the operator’s intent to back up into an area, in an effort to avoid personal injury or property damage. If the driver of the vehicle does not have a passenger who can perform this service, the driver must perform one of the following:
 - exit the vehicle and check the space before backing;
 - drive by the space, checking for any hazards, before backing up;
- Operators of college vehicles shall not drive if:
 - they are under the influence of alcohol or drugs.
 - they are taking medications that contain antihistamines or alcohol which may cause drowsiness or impaired judgment.
 - they are wearing ear phones or other items that would prevent the operators from being able to hear horns, pedestrians, sirens or other vehicles that may be approaching.
 - the vehicle they are operating contains a number of occupants that exceed the recommended safe operating capacity;
 - their license has been suspended, revoked or expired;
 - the license has restrictions. These limitations must be reported to the supervisor for authorization.
- Operators of the vehicles shall remove their keys from the ignition when the vehicle is not occupied by a college employee or other authorized person.
- Motor vehicle operators (not inclusive of golf carts or turf maintenance equipment) shall not drive on grass, landscaping, sidewalks or other unapproved vehicle access lanes, streets, driveways or roads, and rights of way, unless it is specifically required to perform their jobs and there are no other means available to access the building, facility or work site.
- Cell phone use in any vehicle should be restricted to hands free units or used only when the vehicle is safely parked.

- The operator of the motor vehicle must abide by all the rules and regulations of the road, in accordance with the Massachusetts Department of Motor Vehicles. The driver of the vehicle is ultimately responsible for its safe operation.

Passenger Vans

In addition to the above requirements, drivers and passengers of vans are required to follow the additional requirements:

- Only Authorized Van Drivers are permitted to drive a passenger van at any time. The authorized driver must have the Wheaton Van license in his/her possession when signing out/in the van. The driver's state issued drivers license must be in their possession at all times when operating the van.
- The van driver and all passengers must wear seatbelts at all times when the vehicle is in motion.
- Vans driven for trips have a maximum limit of 200 miles (one-way). If driving time exceeds 3 hours then two authorized drivers must be on board. The drivers are required to share driving duties to minimize the effects of driver fatigue.
- Front seat passengers are required to act in an assistant capacity to help with navigation and other non-driving duties, such as responding to other passengers needs for assistance.
- Maximum passenger load is 11 persons including the driver.
- All 15-passenger vans will have the rear seat removed (restricting capacity to 11) and only lightweight luggage/equipment stored on board. No storage is permitted above the seat level and no roof top storage is permitted.

APPENDIX A
Wheaton College
Vehicle Use Agreement and MVR Consent

Fleet Safety Policy Acknowledgement of Receipt

I have reviewed and understand the college Fleet Safety Program requirements. I understand the rules and requirements, including my responsibility to notify my supervisor immediately of any change in driving status.

I also understand that before anyone is allowed to drive a college owned, leased or rented vehicle for college business, a current motor vehicle record (MVR) will be obtained. Driving records (MVR's) will be reviewed at least annually on all Authorized Fleet Program Drivers.

My signature below confirms that I have received and been instructed as to the rules and responsibilities of the college Fleet Safety Program. I consent to an annual review of my driving record and I understand and agree to follow all college vehicle safety policies and procedures.

Date

Driver Signature

APPENDIX B

Wheaton College

College-Owned Vehicle Personal Use Policy

Only those employees and students whose names appear on the Authorized Fleet Program Driver List and have been authorized by Public Safety have permission to operate a college-owned, rented or leased vehicle.

College vehicles are to be used for college business only. Personal use of a college vehicle is prohibited unless approved by the college administration. College vehicles that are driven to and parked at employee residences must be secured when not occupied and have contents reasonably safeguarded. No other individual (spouse, child, etc.) are allowed to drive the assigned company vehicle unless authorized by college administration.

Acknowledgement and Consent Agreement

I have read, or have had read to me, the entire contents of the Wheaton College Fleet Safety Program and agree to comply with all requirements. I have been given an opportunity to ask questions and fully understand the meaning of the policy. Additionally, I understand that I should contact Public Safety or Business Services should I have any future questions or concerns. By signing below, I acknowledge having receipt of this policy and consent to agree to abide by the contents.

Name (printed)

Date

Signature

APPENDIX C

Wheaton College Personal Vehicle Use for College Business

An employee's use of their Personal Vehicle to conduct college business is done at their own risk and assumption of liability. The college will not be responsible for any collision damage, deductible amount, associated bodily injury treatment and liability, third party claim or any other related expenses and claims requests resulting from the driver and/or owner having an automobile accident or similar loss.

Use of your personal vehicle and request for mileage reimbursement from the college at the standard college rate represents compensation for expenses and risks incurred (gas, vehicle wear and tear, insurance, etc.). Non-reimbursement or failure of the employee to submit a mileage reimbursement request form, does not change, alter or cancel this policy or its intent.

Any driver who violates federal, state or local law does so at their own peril and assumes **ALL** associated risks. The college will not reimburse employees for moving or parking violations/fines nor will the college provide bail bonds or other funds/support consequential to an arrest.

It is strongly encouraged that any employee using their personal vehicle for college business meet the following criteria for their own protection:

- Follow all college vehicle safety policies and procedures
- Satisfy the college driver qualification requirements
- Have a valid, current, insurance policy with limits of liability of at least:
 - \$100,000 bodily injury coverage per person
 - \$300,000 bodily injury coverage per accident
 - \$ 50,000 property damage coverage per accident
 - \$ 5,000 medical payments coverage per person

Acknowledgement and Consent Agreement

I have read and understand the personal vehicle use policy. I have had the opportunity to ask questions and fully understand the meaning and intent of this policy. Additionally, I understand that I should contact the Business Services Office with any questions regarding the personal vehicle use policy. By signing below, I acknowledge that I have read, understand accept the conditions of this policy and consent to agree to abide by said conditions.

Name (printed)

Date

Signature

APPENDIX D
Fleet Vehicle Maintenance Request

While in the course of driving the below listed vehicle, the following deficiency, safety concern or maintenance item was identified.

Vehicle: _____

Plate #: _____

Date: _____

Description of problem:

Signature: _____