



Vehicle Driver/Safety Policy

Revised November 1, 2017

Ferrum College owns a fleet of motor vehicles to enable employees and students to conduct the business of the institution. Driving a College Vehicle requires a high level of responsibility, while creating increased liability for the driver and for Ferrum College (“College”). It is therefore required that those who drive a College Vehicle go through an approval process and are aware of and comply with local, state, and federal laws and College policies and safety rules relating to driving. Any employee who may use their personal vehicle for College business and who may transport passengers, should also become a College Approved Driver.

SECTION I General Information

1) Purpose

This policy defines authorization to drive, certification requirements, safety rules, maintenance and refueling guidelines for Ferrum College’s motor vehicles. (Approval through this program is currently not required for operation of motorized equipment, [golf carts, tractors--see definitions below, Section 3b], but operators of such must comply with related policies and safety requirements.) Individuals, as part of this approval process, are required to read this policy and comply with its requirements, local/state/federal laws, and College safety rules at all times. Non-compliance with the policy may lead to disciplinary action, up to and including the loss of approved driver status and/or termination.

If driving is a requirement of a specific job function, prior to completion of the hiring process, a job candidate must authorize and submit to review of the person’s Motor Vehicle Record (MVR) report. (For a person who is not yet employed at the College but has a contingent offer, this is part of the Background Check. For current employees seeking to transfer into such a position, this check will be initiated solely for this purpose.) Should the candidate fail to meet the College’s requirements, an Adverse Action notification will be sent through the Human Resource’s Background Check Policy (in compliance with the Fair Credit Reporting Act). For those candidates who have a contingent offer, the College’s offer of employment may be revoked.

- 2) The College will conduct MVR checks on faculty and staff every three years to ensure approved drivers remain in good standing and will require students to re-apply each year if they are driving. Conviction of certain driving/traffic-related offenses could, at any time lead to revocation of the employee’s approved driver status which could, if required for performance of their job, lead to termination.

Definitions:

- a) **College Approved Driver** – a Ferrum College employee or student who has met all requirements within this policy and has been permitted to operate a Ferrum College Vehicle while performing duties directly related to Ferrum College.
- b) **Motor Vehicle** (vehicle) - a motorized device designed for use on public roads, to transport persons or items and requiring state registration/licensing. Includes cars, vans, shuttles, buses, trucks, etc.
- c) **Motorized Equipment** (equipment) - a motorized device for a specific function other than transporting persons or items on public roads and not requiring state registration/licensing. Includes golf carts, tractors, 4-wheelers, forklifts, riding mowers, etc.
- d) **Ferrum College Vehicle** (College Vehicle)- a motor vehicle owned or leased/rented by Ferrum College and/or registered under the name of Ferrum College and/or any rental vehicle used for Ferrum College business with rental fees paid for by College funds.
- e) **On-Call Drivers** – seasonal College employees who are specifically hired as College Approved Drivers, who can be hired by departments, teams, organizations to drive College Vehicles for off-campus trips.

On-call drivers are paid hourly by departments utilizing the driver. A listing of on-call drivers can be found on the Campus Safety and Human Resources websites. The department “hiring” the on-call driver is responsible for contacting the driver; making arrangements for the trip, including reserving the vehicle to be used for the trip; and signing and submitting the on-call drivers time card noting the department number to be charged.

3) Responsibility

- Responsibility for development/review of the Vehicle Driver Policy lies with the Ferrum College Safety Committee.
- Administrative Council will approve all changes to this policy.
- The Director of Campus Safety will oversee compliance with this policy.
Responsibility for requesting that an employee or a student become a College Approved Driver must be granted by the employee's supervisor, the organization's advisor, or administrator of the affected program.
- It is the responsibility of every College Approved Driver to know and comply with this policy.
- It is the responsibility of every College Approved Driver to notify the College Police Department of any traffic/driving related citation within 3 days of citation and immediately notify the College Police Department of license suspension. Should an incident/accident occur, Ferrum College reserves the right to revoke or temporarily revoke the certification of the College Approved Driver pending the completion of an investigation of the incident.

4) Individuals Authorized to Drive Ferrum College Vehicles

Ferrum College Vehicles are available for use by College employees and students who have been approved to operate them as a requirement of their job. **Only a driver approved through this College program is permitted to drive a College Vehicle.** Failure to comply with this requirement, either by driving a vehicle without approval or knowingly allowing non-approved drivers to operate a College Vehicle, could lead to disciplinary action, up to and including termination.

A current driver's license, issued by the state in which the individual permanently resides, and a good driving record are prerequisites to becoming an Approved College Driver. Students may be eligible to become an approved driver only if they are 18 years of age and have had a minimum of two (2) years driving experience. To apply, individuals must complete the Request to Drive form which must include written approval of their supervisor or the College employee who advises or administers the program through which an applicant has need for approval.

Volunteers may be licensed to drive College Vehicles on a case-by-case basis and only with the approval of the Vice President for Business and Finance.

5) Individuals Authorized to Transport Passengers

Employees who have been properly approved by the College are permitted to transport passengers. **At no time shall students transport passengers.** *Exceptions:* a student employee may transport other students in a service vehicle when all students are employed by the College and the act of transportation is a direct function of the student's job or as approved by successful completion of the approval process below.

6) Requirements for Approval

In order to be approved to operate a College Vehicle individuals must:

- 1) Complete and submit a Request to Drive Form from Human Resource
- 2) Receive, read, know, and agree to adhere to Ferrum College's Vehicle/Driver Policy, authorize to, submit to, and **pass** the Motor Vehicle Record (MVR) check, meaning:
 - a) No DUI convictions within the past 5 years; and
 - b) No suspended license within the past 5 years; and
 - c) Minimum points value of
 - i) For regular employees: 0 to +5 (VA equivalent)
 - ii) For students: +2 to +5 (VA equivalent)
 - iii) For non-Virginia license holders: (Records will be reviewed and Virginia point equivalent applied).
 - iv) For applicants with new Virginia licenses limited Virginia driving history: (Attempts will be made to obtain records from previously licensed state. If records cannot be obtained, approval may be denied).
- 3) Successfully complete the on-line driver safety program, as assigned with a minimum score of 90%.
 - a) 15 passenger van test will be administered by Physical Plant.
 - b) Shuttle test will be administered by Physical Plant.
 - c) No road test will be administered to drive a College-owned/Rental car if the above requirements have been met.
- 4) Commercial Driver's License, (CDL) holder, agree to have a current physical/medical certification completed a minimum of every two years or as instructed by medical staff. Ferrum College will pay for the required exam. (Contact Human Resources to arrange an appointment at Tri-Area Community Health Center.)
- 5) Know and agree to comply with reporting requirements, should an accident occur while operating a College-owned vehicle.
- 6) Agree to submit to periodic MVR checks.
- 7) Once approved, the College Approved Driver will be added to the list of College Approved Drivers. This list will reside on the Campus Safety website.

Exceptions:

The following employees may waive the requirements for safety training and hands-on driving test if they present evidentiary documentation as listed:

- Employees who possess a current state-issued Commercial Driver's License (CDL) **with passenger certification** must present a copy of the CDL **and** current physical/medical certification.
- Ferrum College Police Officers (excluding shuttle vans).
- Other special requests for exceptions may be submitted in writing to the Vice President for Business and Finance.

Approved student drivers will be required to complete a Request to Drive Form each Academic Year. Ferrum College retains the right to retest and/or revoke a College Drivers approval at any time. The right to operate a College Vehicle will be immediately revoked upon the driver's termination from College employment or the student's departure from the College's academic program.

7) Use of Personal Vehicle for College Purposes

Ferrum College strongly encourages the use of College-owned or rental vehicles when traveling, especially when transporting passengers for College purposes. When using personal vehicles for college purposes, the automobile insurance of the individual who uses their personal vehicle for College purposes is considered the primary insurer.

Should a College employee drive a personal vehicle on College business, the employee's *personal* insurance policy serves as a "primary" policy for third party liability and physical damage to the personal vehicle. This means if a claim arising out of an accident exceeds the employee's policy limits, then the College's policy would cover the accident in excess of the employee's policy. For example, if the employee's policy carries \$20,000/\$40,000 liability insurance, and injures a pedestrian severely, resulting in over \$100,000 in medical bills, the employee's policy would pay the first \$20,000 of the claim, and the College policy would respond for the balance of the claim. The College's Uninsured/Underinsured coverage does not extend to non-college-owned vehicles. The College recommends the employee consult with their insurance agent or broker for this type of coverage.

The College will not pay any claims to personal autos for comprehensive/collision damage. If a personal vehicle is damaged as a result of an accident, regardless of fault, the employee's comprehensive/collision coverage would respond. **The employee is responsible for any deductible amounts under their policy.** Should the employee not carry collision insurance, then the entire amount of the damage is the employee's responsibility.

Any employee using a personal vehicle for college business and who, during the course of business travels, may be transporting passengers, should become a College Approved Driver, going through the same approval process as noted in Section I, 6.

SECTION II Safety Rules and Rules for Using/Driving a College Owned or Rental Vehicle

As a College Approved Driver you are an ambassador and representative of Ferrum College; thus, appropriate behavior is expected. Each College Approved Driver is expected to know and abide by the following safe driving rules and to be a courteous and defensive driver.

1) The College Approved Driver and all passengers in a College Vehicle MUST comply with the following:

- a) NO alcohol or illegal substances are allowed in the vehicle.
- b) NO smoking is allowed in the vehicle.
- c) No loud music, throwing of objects or other driver distractions are permitted.
- d) Arms, legs, etc. are to be kept inside the vehicle while it is moving.
- e) Remain in control and **NEVER** distract the driver while the vehicle is moving.
- f) Never toss anything out the windows of the vehicle.

2) The College Approved Driver must comply with the following:

- a) Adhere to all local, state, federal traffic laws and Ferrum College policies.
- b) Prior to operating a College Vehicle, drivers shall not take medications that might impair their ability to drive a vehicle.
- c) Perform a pre-trip check of the vehicle, moving around the vehicle to visually inspect, lights, tires, etc., and assuring adequate fuel for the first leg of your trip. **(See Pre/ Post Trip Checklist for other items.)**
- d) Prior to the start of the trip, adjust seat for comfort/accessibility and adjust mirrors to ensure maximum visibility.
- e) Buckle seat belt prior to shifting into gear. Instruct passengers to do the same. **Do not start the trip until all have done so. Seat belts must be worn at all times-- by the driver AND by all passengers.**

- f) Do not use a cell phone, consult a map or GPS when driving. When safely feasible to do so, pull off the road and stop before to using these devices.
 - g) The use of radar detectors (or similar speed enforcement detection) is strictly prohibited.
 - h) Never engage in distracting activities---**DO NOT** eat, text-message, apply makeup, read, etc. while driving.
 - i) Should passengers become unruly or distracting, immediately pull off the road. Do not restart the vehicle until all passengers are calm and understand and agree to comply with the safety rules. Call 911 if necessary.
 - j) Towing or pushing of other vehicles is **NOT** permitted.
 - k) Apply emergency brake when the vehicle is parked.
 - l) Use headlights (not just parking lights) while driving. Virginia law requires that headlights be on if windshield wipers are in operation.
 - m) Drivers are required to turn off engine, refrain from smoking and use of wireless phone/blackberries while fueling vehicle.
 - n) Do not leave vehicle unattended with engine running.
 - o) Do not leave vehicle unattended unless it is locked.
 - p) **NEVER** pick up “hitchhikers” or persons who have no College-related reason to be in the vehicle.
 - q) Report traffic citations and/or incidents (accidents) to the College Police Department.
 - r) As soon as feasible, report incidents involving vehicle damage to the College’s auto insurance carrier using instructions found on the vehicle Check-out Report Form.
 - s) At the end of your trip, fill the fuel tank prior to returning the vehicle.
 - t) Prior to returning the vehicle, remove trash, personal belongings, etc., and ensure the vehicle is in clean condition. Vehicles in a dirty/trashy condition, (beyond reasonable use), will be cleaned and the department that last used the vehicle will be billed for cleaning. **Complete Pre/Post Trip Check List**
 - u) Drivers are expected to clear the vehicle of snow and/or ice prior to operating. This includes removal of ice and/or snow from front, side and rear windows, roof, hood and trunk as applicable.
 - v) Drivers should drive no more than 10 hours in a 24-hour time period. For less experienced drivers and to reduce the possibility of fatigue-related accidents on extended trips, when one-way distance to the destination will take 5 hours or more, it is suggested at least two College Approved Drivers should be assigned to drive the vehicle.
- 3) College Approved Drivers are personally responsible for traffic and parking violations. Approved Drivers who fail to inform the College of violations received while using a College Vehicle may lose approval to drive a College Vehicle.
- 4) Policies listed in this document pertain to rental vehicles used for Ferrum College business with rental fees paid for by College funds as well as College-owned vehicles. Each driver of a rental vehicle, (paid for by college funds), must be age 21 or older or of an age as outlined in the rental agreement.
- 5) Driving in other Countries: In general, operating a motor vehicle (automobile, truck, motorcycle, moped, etc.) abroad should be avoided if possible, since numerous American travelers have accidents while driving abroad due to their unfamiliarity with a specific country’s traffic laws. If student participants or group leader, for reasons associated with a particular program, do need to drive while abroad, it is suggested that they carefully review the “Driving Abroad” information provided by the United States State Department at: <http://travel.state.gov/content/passports/english/go/safety/driving.html>

In addition, working with our own Human Resources staff, the trip leader should verify that adequate insurance has been acquired to cover any accidents or damages that might occur while a student or leader is operating a motor vehicle. However, students should not be operating a motor vehicle abroad when on a group trip.

Finally, any trip participants who must drive as part of the program **MUST** have prior certification for driving students or other students by following the guidelines established by our campus police. You can access the driving certifications materials at:

<http://www.ferrum.edu/campus-police/>

All drivers should also consult the Ferrum College Vehicle Driver/Safety Policy at:

http://www.ferrum.edu/downloads/campuspolice/ferrum_college_vehicle_safety_policy.pdf

Potential drivers must also be reminded that they should acquire an international driver’s license before departure. You can find information on how to obtain an international driver’s license at:

<http://www.dmv.org/international-driver-permits.php>

Also, if it is necessary to rent/lease a vehicle while abroad, purchasing local insurance coverage in countries excluding the United States, its territories, and Canada for foreign travel use is mandatory. OR

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.**

- 6) When more than one vehicle is traveling to the same destination, the faculty/staff responsible for the trip should be in the last vehicle. Each driver should keep track of the vehicles traveling with them. Drivers should discuss a communications plan in the event one vehicle is separated from another. If a vehicle is disabled, the driver must immediately turn on hazard flashers; if following another vehicle, flash their headlights on and off; sound their horn to the vehicle in front to signal a problem (if feasible); and then pull over to a safe location (note: a curving exit ramp or an area of low visibility is not a safe location). The driver should have passengers safely get out of the vehicle and away from the road.
- 7) Each College Vehicle is equipped with a first aid kit, a fire extinguisher and accident warning device in case of a breakdown. Physical Plant is responsible to see that these items are present. Drivers are responsible for checking to ensure all these items are present in the vehicle prior to the start of each trip. The Physical Plant Office may replace any items that are not present during business hours. Please make a note on the trip sheets what needs to be replaced.
- 8) The driver or faculty/staff member in the vehicle should have a cell phone.

SECTION III Vehicle Repair, Maintenance and Refueling

The upkeep and maintenance of College Vehicles is the responsibility of Physical Plant and is done on a regular schedule. However, any person who drives a College Vehicle is responsible for reporting problems to that department at (540) 365-4250 (X4250) or by email to pplant@ferrum.edu . If after normal business hours report problems to Campus Police at (540) 365-4444, if appropriate.

To reserve a College Vehicle(s), the faculty/staff member must indicate the name of the driver of the vehicle(s) for the trip. The faculty/staff member should verify the driver is College approved. **The status of the driver will also be checked by the area responsible for checking out the reserved vehicle or the rental agency, in the event the vehicle is rented.** Any change in drivers should be relayed immediately to the area/agency reserving the vehicle. The driver responsible for driving should pick up the keys for the vehicle prior to departure.

The driver of a vehicle is responsible for completing a visual inspection of the vehicle prior to driving it (i.e., check tires, lights, gas, etc.). See Pre/Post Trip Checklist.

- 1) Use the following procedure to report repairs prior to or after a trip:
 - If you detect the need for a repair, immediately report it to Physical Plant (see above).
 - If the vehicle cannot be used safely, **DO NOT DRIVE OR ALLOW ANYONE ELSE TO DRIVE** the vehicle. Lock the vehicle and keep the key until it can be turned over to the person responsible for repair.
 - **If on campus, a “DO NOT DRIVE” sign will be placed in the vehicle window.**
 - **Only Physical Plant should remove the “DO NOT DRIVE” sign after repairs are complete.**
- 2) Use the following procedure, should the need for repair arise while you are on the road:
 - a) In the event of an accident or mechanical issue with College-owned vehicles, and roadside assistance is needed, (see separate instructions specific to rental vehicles below), refer to the information card in the vehicle. For mechanical issues call 1-800-MC-ASSIST. This includes flat tire, jump start, out of fuel, locked out of vehicle, or when the vehicle needs to be towed to the closest qualified repair facility. For reporting of an accident contact 1-800-832-7839 (24 Hour Claim Reporting Service). In the event of an accident involving passengers, you should contact the appropriate supervisor/administrator. If unavailable, contact College Police (540) 365-4444. If driving a rental vehicle, report mechanical related issues as directed through the rental agency. An accident involving a rental vehicles should be reported to the rental agency as well. College Police and the appropriate supervisor/administrator should also be notified.
- 3) Refueling:
 - a) Use the College-provided fuel card (attached to the key lanyard) to purchase fuel at any gasoline station. These credit cards are to be used for fuel only and will require the user to input a four-digit pin number at the pump or to provide inside when paying for fuel. Prior to driving a College-owned vehicle, please check with your division head to receive this number from the Business Office. Return all receipts to either the Physical Plant Office or the Business Office. Fuel cards may not be used by individuals using personal vehicles for College business.
 - b) If personal funds/credit card is used to pay for refueling, complete a Reimbursement Expense Form and submit it, along with the receipt(s), to the Business Office for reimbursement.

Appendix 1

Van Safety

Introduction

As a van driver, you have a responsibility to your passengers, to Ferrum College and to the general public with whom you share the highway. Driving a van may not be a daily experience for you, so be especially careful. This vehicle is larger and heavier than a personal car, and handles differently. Driving a van requires extra caution at all times.

Compensating for Van Characteristics

Although a van handles differently from an automobile, compensate for its characteristics and operate it smoothly and safely. Here are some tips to keep in mind when driving a van:

Making Turns

When turning a corner, make a wider swing with a van than one would with a car. Consequently, on a right turn it is necessary to watch the right outside mirrors for small vehicles, motorcycles, bicycles and pedestrians. Use turn signals well in advance. Make turns more slowly than with a car. If the turn is made too quickly, the van will lean and make passengers uncomfortable. Whenever possible, don't make "U" turns. Due to the van's wider turning radius, a "U" turn may require at least one backward movement. Avoid backward movement whenever possible.

Following Distance

A loaded van is more difficult to stop than an automobile traveling at the same speed. Therefore, use a *three* second following rule for a van, as opposed to a two-second following rule for a car. The three-second rule works as follows: Count 1,001 - 1,002 - 1,003 after the rear of the vehicle passes a fixed object. If the front of your vehicle passes the same object before reaching count 1,003, the vehicle is following too closely. Slow down. Increase to *four* seconds in poor weather conditions or when fully loaded.

Height of Van

The height of the van has advantages and disadvantages for the driver. On the plus side, it gives the driver a better view of the road ahead. On the negative side, some garages are not high enough to accommodate the van. Watch for overhead obstructions such as trees and limbs. The van can block the view of passenger cars following you. Drivers may attempt to pass at an unsafe time or place, which may result in an accident. Watch both outside mirrors for these maneuvers.

Blind Spots

The van has blind spots on each side. Adjust mirrors to reduce these as much as possible. The greatest blind spot is to the rear when backing up. Back up only when necessary. Avoid backing into traffic. If the vehicle must back up, get out and check the area behind before doing so. Turn on four-way flashers and back slowly. Have passenger(s) assist. Be sure they understand what is expected from them. To avoid striking pedestrians, stop back from a crosswalk. Watch for passengers walking across the front of the van as they board or leave. When in a line of stop-and-go traffic, never get so close to the vehicle in front to lose sight of its stoplight and directional signals.

Parking and Loading/Unloading

Watch for normal hazards, such as low branches and wires, fences, walls and hydrants, and choose a spot that will be easy to pull in and out of. It is the driver's responsibility to be aware of potential hazards. Lock the van when it is left unattended.

Driver's Responsibilities

- When driving a van College Approved Drivers should also:
- Keep safety equipment assigned to the van in good condition and securely mounted
- Keep the floors and steps of the van free from items that could cause slips or falls or could be tossed around.
- Follow established routes and schedules, if applicable.

Defensive Driving Techniques

A defensive driver is one who:

- Is careful to commit no driving errors
- Makes allowances for the lack of skill and improper attitude of others.
- Doesn't become involved in an accident or close call because of weather, road conditions, traffic, or the actions of pedestrians and other drivers.
- Keeps continually alert for accident-producing situations far enough in advance to take defensive action.
- Concedes the right of way to prevent an accident.

Ferrum College Policies pertaining to use of 15 passenger college-owned and rental vans.

- 15 passenger vans should have no more than 11 passengers plus the driver (12 total).
- 15 passenger vans in excess of 100,000 miles should not be driven more than 50 miles from campus.
- 15 passenger vans in excess of 100,000 miles should not be driven on Interstate Highways.
- Always adhere to the speed limit and observe the guidelines pertaining to Van Safety as previously listed.
- Campus shuttles should be utilized when travel plans do not/cannot comply with Ferrum College 15 passenger van policy requirements.

Appendix 2

Van Driving Road Test *Conducted by Physical Plant*

TESTING AREAS / Pass-Fail

1. Walk around/familiarization of vehicle.
2. Backing / Pulling into parking space test.
3. Maneuvering in parking lot test.
4. In town driving (lane changes, safe distance, breaking, etc.)
5. Highway driving (lane changes, safe distance, breaking, etc.)

FERRUM COLLEGE VEHICLE PRE/POST TRIP CHECKLIST

Operator:

Department:

Date:

Odometer Pre-trip:

Odometer Post-trip:

INSURE ALL ITEMS ARE IN CONDITION AND WORKING.
