



COLLEGE VEHICLE POLICY

Vehicle Purpose and Driving Terms

College vehicles are provided to support business activities and are to be used only by qualified and authorized employees. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for the care and cost efficient use. College owned vehicles are to be used for college business only. Personal use of a college vehicle is prohibited. Certain practices are prohibited while driving on College business such as drug and alcohol use, use of radar detectors, use of cell phones and speeding.

Eligible/ Qualified Drivers

Employees authorized to drive on College business in college vehicles, rented or leased vehicles or personally owned vehicles must have a valid drivers license issued in the state of residence and must meet the minimum driver qualifications for the class of the vehicle being operated, and must have an acceptable current Motor Vehicle Record (MVR) on file at the College.

Driver qualifications are as follows:

1. Authorized employee of college.
2. Must meet licensing requirements.
3. Must be at least 21 years of age.
4. Have at least one year of experience in the class of vehicle operated.
5. Must have an acceptable driving record (MVR). Employees will not qualify to drive any motor vehicle on College business if the employee has a poor driving record.

Drivers with poor driving records would include those with one or more of the following violations:

1. Conviction for an alcohol and/or drug related driving offense.
2. Refusal to submit to a *Blood Alcohol Content* (BAC) test.
3. Conviction for reckless Driving.
4. Any combination of three or more moving violations, "At Fault Accidents", or "Preventable Accidents" within the most recent three years.
5. Suspension, revocation or administrative restriction within the last three years.
6. Leaving the scene of an accident as defined by state laws.
7. At fault in a fatal accident.
8. Felony committed involving a vehicle.
9. Three *or* more "Company Vehicle" physical damage claims in any twelve-month period.

REQUEST FOR CHECK OF DRIVING RECORD AND AUTHORIZATION OF APPLICANT/EMPLOYEE FOR TRENHOLM STATE COMMUNITY COLLEGE TO RELEASE DRIVING RECORD TO THE COLLEGES AUTO INSURANCE PROVIDER.

I hereby authorize Trenholm State Community College to release my driving record/motor vehicle report to McGriff, Selbels & Williams, Inc. (auto Insurance provider) for Investigation and employment purposes. I understand that this report may be requested from time to time during *my* employment. Therefore, I authorize the release of my motor vehicle report at any time. Trenholm State Community College and its employees are released from any and all liability, which may result from furnishing such Information.

(Applicant/Employee's Signature)

Date

In Accordance with the Fair Credit Reporting Act (FCRA), Trenholm State Community College (employer) certifies that the Information requested below will be used for a "permissible purpose" as defined In the Act and no other purpose. We further certify that the Information will not be used in violation of any federal or state equal opportunity law or regulation. If adverse employment action is taken based upon the Information received, we will furnish a copy of the motor vehicle report and a summary of the applicant/employee's rights to the applicant/employee.

Trenholm State Community College _____

Employer

Date

By: _____

Signature

Title

The following named person has made application with or presently works for our company. Please furnish us with a copy of his/her driving report. As stated above, this will only be used for employment purposes as allowed and outlined in the FCRA.

Name of Applicant/Employee: _____

Date of Birth: _____

Drivers License No.: _____

State: _____

Marital Status: _____ Married _____ Single

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Review of Motor Vehicle Record

State Motor Vehicle Records (MVRs) will be used to help identify persons with poor driving records. MVRs covering the last three (3) years must be provided by the employee upon the implementation of this policy or the date of employment and reviewed for all full-time employees and any part-time employee who might operate a motor vehicle for the purpose of carrying out College business. Annually drivers may be randomly selected for MVR review. MVRs may be obtained and released to the College's Insurance Provider for review at any time. Driving privileges may be withdrawn or suspended for any employee not meeting the above requirements.

Cellular Phone Policy While Driving

The cellular phone policy is applicable to all employees while driving a college vehicle at any time, or while driving any vehicle (rented, leased, borrowed or personal vehicle) while conducting College business.

- a. Cellular phone calls, incoming or outgoing, are encouraged while driving.
- b. The cellular phone's voicemail feature should be on to store incoming calls while driving.
- c. All non-emergency calls should be made after the vehicle is safely parked.
- d. Accident incurred while the employee driver is using a cellular phone may be considered
- e. to be preventable, and the employee driver subject to disciplinary action.
- f. Hands-free cellular phones are subject to the same policy as the hand-held cellular phones.

Personal Auto Used On College Business

Employees driving their personal vehicle on College business must meet the qualifications outlined in this policy. Employees must provide proof of insurance for adequate employee levels of auto liability insurance including adequate limits for Uninsured Motorists (UM) and Underinsured Motorists (UIM). The College does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising out of an accident occurring in connection with operation of his/her own car.

Acknowledgment and Consent Agreement

I have read and understand the College Vehicle Policy and agree to comply with all requirements. Additionally, I agree to notify my supervisor if at any time I fail to meet the qualifications as an eligible driver. I understand that my driving privileges of college vehicles and/or any other vehicle for the purpose of conducting College business may be suspended.

Name (printed) _____

Signature _____ Date _____

Revised 4/3/2020