

NORTHWEST-SHOALS COMMUNITY COLLEGE COLLEGE FLEET VEHICLE USE GUIDELINES AND SAFETY STANDARDS

VEHICLE USE

College fleet vehicles are provided as a privilege at NW-SCC, they are not a necessity. There are responsibilities and safety standards that accompany that privilege. Employees are expected to exercise responsible judgment regarding their conduct. Anyone traveling on college business is expected to adhere to applicable college policies and procedures as well as traffic laws. Our primary goal is to provide our employees with safe transportation for college business. The privilege of driving a college-provided vehicle on college business is granted to employees who have and maintain acceptable driving records and follow the guidelines and safety standards as written in this policy.

GENERAL RULES

1. State-owned vehicles will be used for official state business only.
2. Authorized drivers of vehicles shall include state employees and persons having administrative authorization.
3. **ONLY AUTHORIZED PERSONS ARE PERMITTED TO RIDE IN STATE OWNED VEHICLES.** Authorized persons include state employees and other persons participating in related state programs.
4. Drivers **MUST** have a Valid Driver's License.
5. Smoking and tobacco use of any kind is strictly prohibited in state owned vehicles.
6. The security of the state vehicle and their contents is the responsibility of the driver/operator. When vehicles are left unattended for any reason, close all windows, remove keys and lock all doors.
7. Vehicles that become disabled on the road should be secured with all possible precautions taken to prevent theft or vandalism. In the event that a vehicle cannot be secured in its present location, the driver should contact the maintenance department during regular business hours at 256-248-4945 or after business hours the campus police at 256-331-5415 concerning having the vehicle towed to a facility where it can be secured. Vehicles should not be left along highways or in any area where it is more likely for theft or vandalism to occur.

DRIVER'S RESPONSIBILITIES

1. Maintain an active, valid/appropriate drivers' license.
2. Be familiar with the State's Drivers' License policy and procedure.
3. Notify your supervisor no later than the beginning of your next shift after losing your driver's license through suspension, revocation, cancellation, disqualification or expiration.
4. Abstain from driving a state owned vehicle if you do not possess an active, valid/appropriate driver's license.
5. Vehicles are equipped with seat belts for every passenger. Drivers and all passengers are required by law to use seat belts.
6. Observe all posted speed limits and operate the vehicle in accordance with applicable laws and state regulations. It is the responsibility of the driver to follow all traffic laws. Any fines, speeding tickets, and parking violations shall be the responsibility of the driver.
7. Cell phone use while operating a state vehicle is not recommended. If the driver has to use a cell phone, they are encouraged to safely pull the vehicle completely off the road and come to a complete stop in a parking area or other safe place before placing or accepting a call or text.
8. **DO NOT** operate a NW-SCC fleet vehicle, or any vehicle, under the influence of alcohol or allow alcoholic beverages to be consumed or transported in the vehicle.
9. **DO NOT** operate a NW-SCC fleet vehicle, or any vehicle, under the influence of illegal drugs or allow illegal drugs to be consumed or transported in the vehicle.
10. **DO NOT** operate a NW-SCC fleet vehicle, or any vehicle, under the influence of legal drugs if those drugs could diminish driving abilities or judgment.
11. Do not allow passenger behavior that may distract the driver.
12. Do not pick up hitchhikers.

ACCIDENT REPORTING – (Insurance cards are in the glove box of each fleet vehicle)

The following procedures should be followed whenever a NW-SCC vehicle is involved in an accident, regardless of the extent of damage:

1. Stop immediately and notify the proper law enforcement agency so that an official report can document the accident.
2. Take necessary steps to prevent another accident.
3. Call emergency medical services (911) if necessary.

4. DO NOT make any statement, oral or written, as to WHO was at fault. Any admission of fault may impair the insurer's ability to defend a case of questionable legal liability. Appropriate legal authority will decide fault or liability. While the driver signature is required if a traffic citation is issued, the signature does not constitute an admission of guilt, but that they have read and understand the charge against them.
5. Record the names and addresses of ALL witnesses.
6. Provide all required information to the law enforcement officer.
7. It is the responsibility of the DRIVER to obtain a copy of the police report. A copy of the report should be submitted to the CFO Office.
8. If a vehicle is inoperable, the driver should contact the Maintenance Department during regular business hours (256-248-4945) and Campus Police after hours (256-331-5415) for towing instructions.
9. When towing a vehicle, remove the keys, fuel cards and all property, which might be lost or stolen.

DRIVER ELIGIBILITY – In order for state employees to be eligible to operate a state owned vehicle, they must authorize NW-SCC to obtain their Motor Vehicle Report (MVR) by filling out a NW-SCC EMPLOYEE – Vehicle Use Consent Form along with a copy of their valid drivers' license to be kept on file in the CFO Office.

After reading these guidelines and safety standards please sign below and a signed copy will also be kept on file in the CFO Office along with the employees Consent Form, Motor Vehicle Report (MVR) and copy of valid driver license.

Also you must read, understand and agree to the vehicle reservation procedures and rules before authorization for a vehicle reservation can be made.

I acknowledge that I have read and understand the contents of the NW-SCC College Fleet Vehicle Use Guidelines and Safety Standards, including the Drivers Responsibilities and agree to abide by such policies and guidelines. I also understand that failure to abide by said policies and guidelines may result in my not being eligible to check out and operate any of the NW-SCC fleet vehicles in which case I will have to make other arrangements through my supervisor for any college travel.

I HAVE PROVIDED NW-SCC WITH THE NECESSARY INFORMATION TO OBTAIN MY MOTOR VEHICLE RECORD (MVR) FROM ANY STATE WHERE I HAVE HELD A DRIVER'S LICENSE IN THE LAST 5 YEARS. I ALSO UNDERSTAND THAT MY MVR WILL BE OBTAINED AND REVIEWED ANNUALLY IN CONJUNCTION WITH THIS VEHICLE USE AGREEMENT.

I agree to update this Agreement in the event of a change to any of the data supplied above. I also agree to inform my supervisor and the CFO Office in the event of any change in the status of my driving record, such as at fault accidents, major violations, multiple minor violations or license revocation, restriction or suspension. I understand that any negative change in the status of my driving record may result in the revocation of the privilege of driving on college business and activities.

PLEASE PRINT YOUR NAME HERE AND SIGN BELOW

Applicant's Signature

Date