



Driver Safety Program

October 27, 2005

Revised 1-20-10

Driver Selection

When individuals are allowed to drive a Vermont State Colleges vehicle, they are entrusted not only with the operation and care of the vehicle, but also, the reputation of Vermont State Colleges.

Individuals shall be evaluated and selected as to their driving ability if they are to drive on college business.

To evaluate individuals as drivers, management shall:

1. Ascertain that the individual has a valid driver's license
2. Ensure that the individual is qualified to operate the specific type of vehicle
3. Review the individual's knowledge of vehicle operation and safe driving techniques and conduct driving tests for multi-passenger van drivers.
4. Review the driver's Motor Vehicle Report (MVR) at least annually to evaluate the individual's driving experience and observance of traffic laws

Driver Qualification

Driver qualification for the VSC Driver Safety Program is provided and monitored through the completion of several forms which indicate that each driver has met certain criteria. A driver qualification file will be established for each selected driver and maintained with current information. Components of this file are dependent upon applicable regulations:

1. Driver's application
2. Current copy of a valid driver's license
3. Current motor vehicle records report
4. Current copy of Defensive Driving Training certificate
5. Driver training/road test certificates for multi-passenger van and heavy equipment

Effective July 1, 2005 the minimum driving age of people driving on behalf of the VSC will be 21 years old except as modified – SEE 19-20 Year Old Drivers paragraph

Van Driver Qualification

For those individuals driving VSC multi-passenger vans, the driver must successfully complete both Defensive Driver Training and Van Driver Safety Training and have a “Clear” Motor Vehicle Report.

Lease and Rental Vehicle Driving

When vehicles leased or rented from outside vendors are driven on VSC business, drivers must meet the same requirements noted above for those driving VSC-owned vehicles.

Personally Owned Vehicles (POV's)

The use of POV's must be authorized by the appropriate supervisor before travel takes place.

Training of Drivers

Even drivers who have been driving for years need additional training and reminders of safe driving habits and skills. It is easy to become complacent and not think about the consequences of our driving habits. Initial training and refresher training every three years in Defensive Driving skills and other safe driving habits is required and will be conducted by the college. Refresher training for multi-passenger van drivers will be conducted annually by the college.

Driver Performance

A review of the driver's performance is a critical component of VSC's driver safety program. Performance shall be monitored during the selection / screening process as well as at periodic intervals throughout the driver's career using information obtained from MVR's and accident file data.

A formal review of the driver's MVR shall be conducted at least yearly. The purpose of this program is to measure driver performance based on accident / violation information and to determine adequate skills while operating a VSC vehicle.

The individual's right to drive VSC vehicles will be considered in light of the following criteria.

Definitions

- Clear (CL) - No offenses or accidents.

- Acceptable (AC) - No more than 2 minor violations OR 1 accident in the last three years; or a combination including no more than one minor violation and 1 accident in the last three years.
- Borderline (BL) - 3 minor violations; OR 2 accidents in three years; OR any combination of 3 occurrences of minor violations and accidents in three years.
- Poor (PR) - Any major conviction in the last three years; OR 4 or more minor violations in three years; OR 3 or more accidents in three years; OR any combination of minor violations and accidents totaling 4 occurrences in three years.

Major Convictions

- Driving under the influence of drugs or alcohol, or refusing to test for sobriety
- Leaving the scene of an accident or attempting to elude a police officer
- Reckless driving/racing
- Involvement in a fatal accident
- Assault involving a motor vehicle
- Passing a stopped school bus
- Driving with a suspended/revoked license

Minor Violations

Any moving violation other than a "major conviction", **plus:**

- Motor vehicle equipment, load or size violations
- Improper display of, or failure to display, license plates
- Failure to sign or display a registration, or have a driver’s license in possession (if valid license exists)

Accident

- Any accident where the driver is cited with a violation or negligently contributes to the incident; OR
- Any single vehicle accident that is not caused by (actual) equipment failure.

MVR Matrix

Number of Minor Violations	Number of Accidents (last three years)			
	0	1	2	3
0	CL	AC	BL	PR
1	AC	AC	BL	PR
2	AC	BL	PR	PR
3	BL	PR	PR	PR
4	PR	PR	PR	PR
Any Major Conviction (last five years) = <u>Unacceptable</u>				

A VSC driver shall have a 100% clear MVR to be considered for multi-passenger van driver training. People with a poor-rated driving record are prohibited from driving on behalf of the VSC.

Additionally, a VSC driver would be deemed unacceptable if their driving history includes one or more of the following violation convictions within the past three years:

1. Driving under the influence of alcohol or drugs
2. Hit and run
3. Failure to report an accident
4. Negligent homicide arising out of the use of a motor vehicle
5. Operating during a period of suspension or revocation
6. Using a motor vehicle for the commission of a felony
7. Operating a motor vehicle without the owner's authority
8. Permitting an unlicensed person to drive
9. Reckless driving
10. Speed contest

Substance Abuse Policy

VSC strictly prohibits the use of or being under the influence of **any** illegal drugs (or drugs that impair driver ability) or alcohol while on the job.

Driver Safety Regulations

1. No individual may operate a VSC-owned or controlled vehicle without a valid state operator's license for the particular class of vehicle. Each Fleet Driver must produce at least annually or upon demand a valid state operator's license.
2. Each driver must attend initial driver orientation and other fleet safety presentations as scheduled or required.
3. All VSC-authorized drivers shall wear seat belts at all times and require passengers to do the same.
Use of any hand held communication device designed to communicate by voice, e-mail, texting, twittering or otherwise, is strictly prohibited while driving a VSC owned vehicle or while driving on VSC business. However, use of cell phones with hands free devices is permitted while driving a vehicle with an occupancy capacity of 6 persons or less. The appropriate college President, Chancellor, or their designee, can authorize an exception to this rule on a case by case basis when necessitated by work requirements.
4. No employee may operate a VSC vehicle while under the influence of **any** alcohol or drugs.
5. No driver shall allow any other fleet driver to operate an assigned fleet vehicle without the Fleet Manager's approval.
6. The Fleet Safety Manager or his/her designee will be responsible for determining if a vehicle is in safe operating condition. If a vehicle becomes unsafe during a trip, the driver will have the discretion to remove the vehicle from the road and

- contact his/her supervisor or the Fleet Manager. No driver may operate a fleet vehicle with identified unsafe vehicle conditions.
7. Each driver must report every accident and property damage incident involving the fleet vehicle to local law enforcement and his / her public safety officer within one work day. Immediate notice is required in all cases involving bodily injury, regardless of severity.
 8. Each driver must remove the ignition key and lock all doors on his / her assigned fleet vehicle whenever it is left unattended and unsupervised.
 9. No employee shall refuel a fleet vehicle with the engine running, or smoke near any vehicle that is being refueled or serviced.
 10. It is the responsibility of the driver to assure that vehicles do not exceed maximum passenger or weight limits. Roof racks or other cargo attachments are prohibited on vans and may be used on sedans only with the approval of the Fleet Manager.
 11. No driver shall prematurely leave the scene of an accident involving the driver or vehicle being operated, except temporarily to summon police or medical assistance.
 12. No employee shall cause physical damage to a fleet vehicle, or allow damage or loss to occur by his / her failure to act.
 13. When only one authorized driver is driving more than four hours of total driving time, the driver is required to take a break every four hours. The driver is not to drive for more than a total of 10 hours during a 24-hour period.
 14. When traveling long distances, at least two individuals are required to be designated drivers. Drivers are required to rotate driving duties at least once every four hour period, and take a break every six hours for all drivers and occupants of the entire vehicle. Any one driver is not to drive for more than a total of 10 hours during a 24-hour period.

VSC Students as Drivers – 21 years or older

Students operating VSC vehicles are limited to an operating radius of 400 miles surrounding the respective campus. The ability to drive additional mileage will be on an exception basis with written prior approval from the Dean of Administration. There shall be a responsible faculty or staff member who will have full knowledge of the use of the vehicle and will sign for the vehicle upon dispatch. Student drivers must comply with the same requirements placed on all operators i.e.: license check, Defensive Driver Training, and fleet safety regulations.

19-20 Year Old Drivers

Our insurance carrier has agreed to allow select 19-20 year olds to drive on behalf of the VSC under strict guidelines. The intent of this is to allow select 19-20 years with clean driving records to help out, as a last resort, with driving for class, team, work study or club needs. The guidelines are as follows:

1. 19-20 year olds must have clean driving record.
2. Defensive driver training mandatory.
3. Can only drive mini van or smaller (not to exceed 7 people in total).
4. Driver may not exceed – 8 hours of driving per day and/or 400 miles.
5. 19-20 year olds drive only if older drivers are not available.
6. Entire list of 19-20 year olds may not exceed ~100 at entire VSC.

Incident Reporting

Each fleet driver is required to report every vehicle crash and property damage incident involving a fleet vehicle. An incident reporting kit including witness cards and a disposable camera to document the incident shall be kept in each fleet vehicle glove box along with instructions for the vehicle operator in the event of a crash.

The vehicle operator needs to gather the following information in the event of a vehicle crash:

1. Name
2. Description of the incident location
3. Cross streets or local landmarks to help locate the scene
4. Brief description of the incident
5. Brief description of any injuries
6. Location from which you are calling

Incident Investigation

Each crash will be investigated by the college Fleet Manager and/or the College Director of Public Safety to determine the causes and whether or not the driver should have been able to prevent the incident. The lessons learned will be passed on to other VSC drivers so they can avoid similar situations.

Vehicle Inspection

Each campus will maintain its fleet of vehicles according to its fleet maintenance policy.

Each authorized driver when checking out a fleet vehicle must insure that the safety equipment (lights, horn, wipers, brakes, seat belts, etc) are properly functioning.

Equipment malfunctions must be reported to the Fleet Manager or his/her designee before leaving on a trip, or, if discovered while on a trip, immediately upon return (assuming the malfunction does not create a safety hazard while driving).

Mileage Reimbursement

Any person in violation of this policy will not be reimbursed for mileage costs.