



## **Vehicle Fleet Safety Program Procedures for Employees & Students**

### **PURPOSE**

The use of vehicles is necessary and common for business and activities at Riverland Community College (“Riverland”). Given the significant number of vehicles in use and the number of miles driven, the use of vehicles by students and staff represents a potentially frequent and severe loss exposure.

### **BACKGROUND**

Riverland and other Minnesota State Colleges and Universities (“MnSCU”) institutions obtain auto insurance through the Risk Management Division of the Minnesota Department of Administration (“RMD”). Therefore, Riverland is subject to policies and procedures implemented by the RMD under MS 16B.85 Subd. 3. Effective July 1, 2008, RMD requires Riverland to implement new procedures involving annual Motor Vehicle Record (“MVR”) checks and driving record criteria to identify drivers who are eligible to drive college and personal vehicles for Riverland operations and activities. These procedures are intended to define the framework for motor vehicle usage with the goal of reducing the risk of injury, minimizing the potential for accidents and losses, and controlling and/or reducing the auto insurance costs for Riverland and the MnSCU system. The new procedures are effective July 1, 2008, for student drivers and phase in employees over the following fiscal year, with all drivers affected as of July 1, 2009. Riverland students and employees are required to comply with Board Policy 5.19 Travel Management and System Procedure 5.19.3 Travel Procedures.

### **APPLICABILITY**

Driver eligibility criteria apply to employees and students driving vehicles for college business and activities, regardless of the vehicle ownership status. College vehicles (owned and leased), rented vehicles and private vehicles are included in this program. “Employee drivers” are considered those individuals using vehicles for college business or activities any time travel is a reimbursable expense. “Student drivers” are considered those individuals using vehicles for college business or activities any time travel is required for course activities and for college events. These procedures do not apply to individuals driving solely for the purpose of commuting to and from work or class.

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### **PROGRAM RESPONSIBILITIES**

Vice President of Finance & Facilities: Manage the Vehicle Fleet Safety Program.

Assistant to the Vice President of Finance & Facilities: Coordinate paperwork and information flow for the Vehicle Fleet Safety Program; maintain Eligible Drivers list and Vehicle Use Agreement files.

Human Resources Department: Coordinate with supervisors and employees regarding conditional and ineligible ratings.

Supervisors: Identify employee drivers, collect and approve Vehicle Use Agreements, and submit agreements to the Assistant to the Vice President of Finance & Facilities; coordinate with Human Resources department and employees regarding conditional and ineligible ratings; work with employees to resolve items resulting in ineligible status; determine and implement alternatives for ineligible drivers.

Dean of Student Affairs: Identify student drivers, collect and approve Vehicle Use Agreements, and submit agreements to the Assistant to the Vice President of Finance & Facilities; work with students to resolve items resulting in ineligible status; determine and implement alternatives for ineligible drivers.

### **DRIVER RESPONSIBILITIES**

Annually each employee who is a potential driver for Riverland business or activities will complete a Vehicle Use Agreement and submit the form to his or her supervisor. Potential student drivers will complete a Vehicle Use Agreement and submit the form to the Dean of Student Affairs. Only eligible drivers will drive vehicles for college business and activities. Individuals responsible for driving for college business and activities shall not allow other individuals to drive vehicles unless they have verified eligibility of the other individual(s).

Drivers will read, understand and comply with the following policies, procedures and guidelines:

- MnSCU Board Policy 5.19 Travel Management
- MnSCU System Procedure 5.19.3 Travel Procedures
- Drivers' Responsibilities section of the Vehicle Use Agreement form

Additional driver responsibilities are identified on page two of the Vehicle Use Agreement and in Part 6 of the MnSCU System Procedure 5.19.3 Travel Procedures.

### **ESTABLISHING ELIGIBILITY**

1. Each year, current employees and students who are potential drivers for Riverland business or activities will complete Vehicle Use Agreements (see Attachment A). New employees and students will complete Vehicle Use Agreements at the time of hire or enrollment, or as the supervisor anticipates the potential for future travel needs.
2. Employees forward completed Vehicle Use Agreements to their supervisors. Students forward completed Vehicle Use Agreements to the Dean of Student Affairs.

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3. Supervisors or the Dean of Student Affairs approve Vehicle Use Agreements for employees and students, respectively, and forward agreements to the Assistant to the Vice President of Finance & Facilities.
4. The Assistant to the Vice President of Finance & Facilities completes the MVR spreadsheet and submits the file in the format required by the RMD.
5. Within five (5) business days, RMD will return a list of eligible drivers, based on the criteria established by RMD (see Attachment B), to the Assistant to the Vice President of Finance & Facilities. RMD will personally talk to the supervisor regarding anyone that falls within the conditional guidelines.
6. Upon receipt of an eligible drivers list from RMD, the Assistant to the Vice President of Finance & Facilities will update the Eligible Drivers list on the shared network folder (I:/shared/Vehicle Safety). The Eligible Drivers list may be accessed by supervisors, the Student Activities Director, employees responsible for vehicle reservations, and other employees as deemed appropriate by the Vice President of Finance & Facilities. Riverland files will contain only Vehicle Use Agreements, responses from RMD identifying additional eligible drivers, and the Eligible Drivers list on the I: drive.

### **ELIGIBILITY VERIFICATION**

The central location for vehicle reservations and check-out will verify the individual is on the Eligible Driver list. If the individual is not listed as eligible, he or she will not be granted the use of a college vehicle and are not allowed to drive any vehicle (including private vehicles) for college business or activities. The central location for vehicle reservations and check-out will direct employees or students not identified as eligible drivers to supervisors (for employees) or the Dean of Student Affairs (for students).

Supervisors (for employees) and the Dean of Student Affairs (for students) are responsible for identifying additional potential drivers and requesting that the individuals complete the required paperwork.

If an individual is not considered eligible according to the criteria established by the RMD (see Attachment B), it will be his or her responsibility to obtain a copy of their MVR and resolve any outstanding issues. Once resolved they can show their supervisor or the Dean of Student Affairs an updated copy of their MVR for verification and be considered for the Riverland Eligible Drivers list.

### **RELATED DOCUMENTS**

MnSCU Board Policy 5.19 Travel Management  
MnSCU System Procedure 5.19.3 Travel Procedures  
Minnesota Statute Chapter 16B.85 Risk Management  
Fleet Safety Policy and Guidelines for the Minnesota State Colleges and Universities



## MINNESOTA STATE COLLEGES AND UNIVERSITIES Vehicle Use Agreement

Original Agreement    or     Update to Existing Agreement

The information you are being asked to provide will be used by Minnesota State Colleges & Universities personnel to determine your qualification to drive vehicles on college business or activities. You are not required by law to provide this information but if you do not do so you will not be approved to drive vehicles on college business or activities.

The information on this form will be accessible to your supervisor, state risk management and other system personnel who need the information for their assigned work. Your Driver's License Number will be used to obtain a Motor Vehicle Record Report from the Department of Motor Vehicles for each state where you have held a driver's license in the past five years.

The completed form shall be returned to the individual designated on your campus. Be advised that processing and approval may take 7 to 10 working days. Vehicles may not be driven until you are notified of approval.

**College/University:** Riverland Community College      **Location:**

**Department/Division:**      **Dept. Contact:**

**Driver's Name: Last:**      **First:**      **Middle:**

**Driver's Phone #:**      -      -      (Circle: home / work / mobile)

**Driver's E-mail:**      (Circle: home or work)

**Status:**     Staff/Faculty     Student     Other (specify):

**Age:**     Younger than 18     18 to 20     21 or over

**Driver's License Number:**

**Issued by the State of**      **Date of Birth:**

**Driver's License Expiration Date:**      **Driver's License Class:**

**Years of US or Canada Driving Experience:**

Less than 2 years       2 to 5 years       More than 5 years

**Vehicle Fleet Safety Program  
Procedures for Employees & Students**

**Driver's Responsibilities:**

Driver agrees to:

1. Complete and sign this Vehicle Use Agreement and consent form for Motor Vehicle Records checks.
2. Have a valid drivers license in their possession at all times.
3. Use the vehicle for official, authorized business only.
4. Operate the vehicle in a safe, controlled and courteous manner, in compliance with all applicable traffic laws and college regulations.
5. Never place a vehicle in motion until the driver and all occupants are appropriately wearing safety belts. The driver must also assure that safety belts continue to be work by all occupants throughout the time the vehicle is in motion.
6. Always remove the keys and lock the vehicle when unattended.
7. Never transport unauthorized passengers or cargo.
8. Never allow an unauthorized person to drive the vehicle.
9. Never drive the vehicle under the influence of ANY alcohol or drugs, including medications which may cause impairment.
10. Inspect the vehicle prior to use for obvious safety concerns and significant damage that may exist to the vehicle. Any unsafe conditions or significant damage must be reported to the appropriate authority. In no event should the driver attempt to operate a vehicle with deficiencies that may make it unsafe to operate.
11. Participate in any required driver safety training.
12. Avoid distractions while driving. Do not engage in eating, smoking, personal grooming, reading, using a laptop, watching DVD players or other distracting activities while driving. Also be aware that radios, CD players and other devices can be distracting and should be limited while driving. Cell phones should never be utilized by the driver when the vehicle is in motion.
13. Drivers are personally responsible for all traffic violations and subsequent fines that may occur while driving vehicles on college/university business.

I acknowledge that I have read and understand the contents of the Fleet Safety Policy and Guidelines for the Minnesota State Colleges and Universities, including the Drivers Responsibilities noted above, and agree to abide by such policies and guidelines.

I AUTHORIZE THE MINNESOTA STATE COLLEGES AND UNIVERSITIES 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 the Agreement in the event of a change to any of the data supplied above. I also agree to inform my supervisor and the MnSCU Risk Management department in the event of any negative 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.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor/Dept. Contact Signature**  
**Supervisor/Dept. Contact Name (please print):**

\_\_\_\_\_  
**Date**

**Minnesota State Colleges & Universities – Fleet Safety Program  
Eligible/Ineligible Driving Record (as developed by Dept of Admin)**

**Eligible** rating:

- a. No more than 2 Minor Violations in the last three years;
- b. No more than 1 At-Fault Accident in the last three years.

**Conditional** Rating:

- a. No more than 3 Minor Violations in the last three years;
- b. No more than 1 Major Violation in the last 5 years;
- c. No more than 2 At-Fault Accidents in the last three years;
- d. Any combination of Minor Violations, Major Violations and At Fault Accidents in the last three years totaling more than 3 occurrences.

**Ineligible** Rating:

- a. More than 1 Major Violation in the last five years;
- b. 4 or more Minor Violations in the last three years;
- c. 3 or more At-Fault Accidents in the last three years;
- d. Any combination of Minor Violations, Major Violations and At Fault Accidents in the last three years totaling more than 4 occurrences.

**Definitions:**

- a. At-Fault Accident – Any accident where the driver is cited with a violation or negligently contributes to the incident or any single vehicle accident where the cause is not equipment related.
  
- b. The term “Major Violation” shall include any of the following:
  - Driving under the influence of alcohol and/or drugs
  - Failure to stop/report an accident
  - Reckless driving
  - Driving while impaired
  - Making a false accident report
  - Homicide, manslaughter or assault arising out of the use of a vehicle
  - Driving while license is suspended or revoked
  - Careless driving
  - Attempting to elude a peace officer
  
- c. The terms “Minor Violation” shall include any moving violation other than a Major Violation noted above, however not including:
  - Motor vehicle equipment, load or size requirement violations
  - Improper/failure to display license plates (if valid license exists)
  - Failure to sign or display registration (if valid registration exists)
  - Failure to have drivers license in possession (if valid license exists)