

Quinsigamond Community College
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<u>Policy Number</u>	<u>Vehicle Use Policy</u>
1.0	<p><u>Purpose:</u></p> <p>The proper utilization of College vehicles minimizes College transportation costs and liability, and helps ensure the safeguarding of College personnel and resources. This policy seeks to provide for the safe operation of vehicles as well as their appropriate stewardship. Responsible departments may develop more detailed standard operating procedures for vehicle usage specific to their departments, provided there is no conflict with the general college policy.</p>
2.0	<p><u>Revision History:</u></p> <p>None</p>
3.0	<p><u>Authority:</u></p> <p>The president has given the Vice President for Administrative Services the responsibility and the authority to ensure that college vehicles are used and maintained appropriately.</p> <p>Oversight for the use and maintenance of college vehicles are determined as follows</p> <ul style="list-style-type: none"> ○ The Public Safety Department: All Public Safety Vehicles, Passenger Vans, and Bicycles. ○ The Auxiliary Services Department: Cargo Van. ○ The Facilities Department: All Maintenance Vehicles and GEM Cars.
4.0	<p><u>Persons Affected:</u></p> <p>This policy applies to all:</p> <ul style="list-style-type: none"> • Deans, Directors, and Department Heads-Department of unit vehicle representatives. • Prospective or authorized drivers of College owned, College leased or College rented vehicles. • College Administrators.
5.0	<p><u>Policy:</u></p> <p>Quinsigamond Community College operates a small fleet of vehicles and equipment. This includes automobiles, electric cars, pick-up trucks, vans, and any maintenance equipment that is ridden. In order to assure proper and safe operation of all vehicles and to maintain them in proper working order, each accident, no matter how insignificant, must be reported. This will assure</p>

	<p>prompt repair to the fleet of vehicles and equipment to ensure prompt return to service. Quinsigamond Community College vehicles are available under certain circumstances for use in support of the College's mission of education, research and community service.</p>
<p>6.0</p>	<p><u>Definitions:</u></p> <p>None</p>
<p>7.0</p>	<p><u>Responsibilities:</u></p> <p>7.1 The driver of the vehicle has ultimate responsibility for seeking and possessing information about driving safety and road regulations.</p> <p>7.2 Each department or unit that has oversight over College vehicle(s) must establish a reliable system for tracking departmental vehicle use, and utilize a Vehicle Sign-Out Sheet. The individual must:</p> <ol style="list-style-type: none"> 1. Be certain that the proper forms are filled out when a vehicle is in use. Provide a vehicle log and require users to complete information on mileage driven and business purpose for off-campus trips. 2. Maintain and update annually a listing containing all potential drivers. 3. Allow only drivers with valid licenses to operate vehicles. 4. Allow only authorized individuals to operate College vehicles. 5. Institute a regular review of all maintenance and service records to assure their appropriateness and to schedule regular routine maintenance, including inspections and registrations. These reviews must be semiannual or every 5,000 miles, whichever comes first. 6. Facilitate the dissemination of information regarding driving rules and regulations, safe driving practices and hazards of the road. 7. When requested, assist in any accident investigation or information gathering activity.
<p>8.0</p>	<p><u>Procedures:</u></p> <p>8.1 <u>Proper Vehicle Use:</u> The following conditions apply to all drivers who use College vehicles. Drivers should read these obligations carefully before operating a College vehicle. The driver must:</p> <ol style="list-style-type: none"> 1. Be a paid employee of the college. 2. Have a valid driver's license. 3. Be 21 years of age or older. 4. Attend and pass Van Driving Training School before operating a 15-Passenger Van. 5. Register with Public Safety as a College driver, including a check of license status. 6. Inform supervisor of any change in license status. 7. Use College vehicles for Official College business only.

8. Complete the department log for off-campus trips, recording number of miles driven and business purpose, upon return and receipt of vehicle.
9. Wear seat belts when driving or occupying a College vehicle.
10. Operate a College vehicle in accordance with College regulations and applicable state laws.
11. Assume responsibility for any and all fines or traffic violations associated with your use of a College vehicle.
12. Never drive while under the influence of drugs or alcohol.
13. Never transport passengers such as hitchhikers, family members or friends for unauthorized use.
14. Never smoke or chew tobacco in the vehicle.
15. Never carry a lighted cigar, pipe, cigarette, or other device used for smoking tobacco in the vehicle.
16. Never drive the vehicle at speeds that are inappropriate for road conditions.
17. Never drive the vehicle "off road" unless an exception has been granted.
18. Turn the vehicle ignition off, remove the keys, and lock the vehicle when left unattended.
19. Report all accidents to Public Safety and to local police within the jurisdiction where the accident occurred, no matter the dollar value. Because it is a state-owned vehicle, you must request that a report be filed.
20. Turn in all original gas receipts, along with the gas card, when checking the vehicle back in.

8.2 Driver's License Verification:

All employees who may be required to operate a State or College vehicle must have a valid driver's license of the proper class. Any employee, whose driver's license is suspended or revoked, is not allowed to operate a motor vehicle on College business during the period such suspension or revocation is in effect. Any employee who operates a State vehicle during a period when said employee's driver's license is suspended or revoked may be subject to disciplinary action up to and including dismissal from College service for willful misconduct.

8.3 Reporting Accidents and Damage:

Each accident, no matter how insignificant, must be reported to the appropriate police immediately. Additionally, immediately report any accidents or damage you incur while operating a College vehicle to the local police department as well as the Quinsigamond Community College Public Safety Department, your supervisor, and your department or unit vehicle representative.

When you have been in an accident you must:

1. Get immediate medical attention if you are injured.
2. Remain calm and do not argue. Arguing can result in a lawsuit.
3. Make no statements concerning guilt or fault. Simply state the facts regarding the circumstances surrounding what occurred.
4. Never agree to make payments for the accident.

	<ol style="list-style-type: none"> 5. Notify the police. Because you are operating a state-owned vehicle, you must request that a report be filed. 6. Discuss the accident only with police officers, the College's insurance company and College officials. 7. Record as much information as you can on all other parties to the accident. This information should include their insurance company, their name, license number, plate number, make, model, and year of car, how the accident happened, and witnesses (with addresses and phone numbers). 8. Fill out a Vehicle Accident Report and forward it to the Budgets & Purchasing Department and Campus Public Safety Department as soon as possible. 9. Refer all questions from lawyers, the other party to the accident and others to the Director of Budgets and Purchasing..
9.0	<p>Sanctions:</p> <p>Sanctions will be commensurate with the severity and/or frequency of the offense and may include termination of employment.</p>
10.0	<p>Exclusions:</p> <p>None</p>
11.0	<p>Interpretation:</p> <p>The authority to interpret this policy rests with the president, and is generally delegated to the Vice President for Administrative Services.</p>
	<p>Optional Documentation:</p>