

GCCC Policy Add Template

Category: Operational

Division:

Department: Transportation

Policy Title: Fleet Safety Policy

Policy Statement: The College is committed to providing safe transportation of its students, faculty, staff and community through the establishment of reasonable practices that support properly trained and credentialed drivers.

Procedures:

A. Driver Registration

All drivers must be authorized by the transportation department. The Transportation coordinator maintains the database of registered drivers. Drivers must successfully pass Defensive Driving Safety Training within 60 days of employment.

Drivers must have a valid Kansas driver's license unless they own property in another state. Kansas law requires individuals moving to Kansas to obtain a Kansas driver's license within 90 days after establishing residency.

School employees (faculty, classified staff, and appointed personnel) who drive on the job must have a valid Driver's License, of the classification appropriate to the type of vehicle being driven.

Foreign Driver's Licenses and International Driver's Licenses are not acceptable for driving on school business. Individuals with non-US Driver's Licenses must obtain a valid US Driver's License prior to driving on school business.

B. Minimum Age and Experience Requirements

The following minimum age and experience requirements apply to all individuals (employees, students, and volunteers) authorized to drive any vehicle on school business:

Drivers of High Occupancy Vehicles (HOVs) must be at least 21 years if age **and** have been licensed for a minimum for three years prior to driving on school business. CDL drivers must comply with applicable requirements for medical certification and drug testing.

C. Motor Vehicle Record Review

The school is required to review the Motor Vehicle Record (MVR) of all authorized drivers to evaluate their licensing status and citation history.

Based on the MVR review, each driver's status is classified as acceptable, conditional or unacceptable. This section describes the MVR review process and the point system used for assigning driver status.

- A standard MVR review includes the most recent 36 month period from the date of the request. If the full 36 month record is not reasonably available for review, the available record will be evaluated by Risk Management on a case-by-case basis. Citations that are more than 36 months in the past are not included in the review.

- MVR review is initially conducted for new hires as part of the school's background screening process.

- Standard MVR review is scheduled at least annually for all registered drivers. If an employee has an out-of-state license, they may be required to pay for the annual motor vehicle record review.

- All MVR reviews are conducted by Human Resources. Human Resources reviews the MVR and advises the hiring authority of the applicant's status acceptable, conditional, or unacceptable, so this information can be incorporated into the hiring decision.

- In the event of an adverse finding only (conditional or unacceptable), Human Resources Director notifies the driver's supervisor and appropriate Vice President with any specific driving limitations and instructions that arise from the driver's MVR review.

- MVR review information is considered a personnel record, and is therefore not subject to public records inspection or release unless required by subpoena, court order, or law. Each driver's Motor Vehicle Record (MVR) is evaluated using the point system outlined below:

- For purposes of this Fleet Safety Policy, a Moving Violation is an citation issued for which the Motor Vehicle Division assigns points to the driver's record, except those listed below as serious violations. Examples include speeding, traffic control violations, failure to yield, etc.

- Example of a **Serious Violation** includes any **conviction** for Driving Under the Influence (DUI), Reckless Driving, Racing on Highways, Aggressive Driving, Leaving the Scene of an accident, etc.

Moving Violation = 3 Points

At Fault Accident = 4 Points

ACCEPTABLE 4 or fewer points

No more than one moving violation or at-fault accident in the last 36 months.

Example: 1 Speeding Ticket = 3 points

Acceptable MVR

CONDITIONAL 5 – 10 points

More than one, but not more than three moving violations in the last 36 months

Example:

2 Speeding Tickets = 6 points 1

At Fault Accident = 4 points

Any of these situations = Conditional MVR

UNACCEPTABLE 11 or more points

Four or more moving violations in the last 36 months OR any serious violation in the last 36 months.

Example :

4 Speeding Tickets = 12 points

1 DUI = Serious Violation

3 Speeding Tickets and 1 At Fault Accident = 13 points

Either Situation = Unacceptable MVR

D. Requirements for Conditional or Unacceptable MVR Status

The following management actions are required for current school drivers who have a **Conditional** motor vehicle record:

-Upon determining that a school driver has a conditional MVR, Human Resources Director will provide written notification to the driver's supervisor and the appropriate Vice President with instructions and the expected duration of conditional status, assuming no additional moving violations are received. The driver's supervisor may obtain written authorization from their Vice President to allow the driver to continue driving on school business while the MVR is in conditional status. Conditional MVR drivers must repeat defensive driving instruction as instructed by Human Resources. While in conditional status, the MVR will be reviewed every 90 days to monitor if additional moving violations have occurred.

-Failure to maintain an acceptable or conditional driving record may result in the Human Resources Director taking action up to and including suspension or revocation of driving privileges and/or termination of employment (specifically when position requires driving).

The following management actions are required for current school drivers who have an **Unacceptable** motor vehicle record:

-Upon determining that a driver has an unacceptable MVR, Human Resources Director will provide written notification to the driver's supervisor and appropriate Vice President with instructions and the expected duration of unacceptable MVR status, assuming no addition moving violations are received.

-The driver must be advised in writing by Human Resources Director that the driver is prohibited from driving any vehicle on school business until the driver receives written notification from Human Resource Director that their driving status has returned to either conditional or acceptable status. Drivers who transition from unacceptable to conditional status require written authorization to drive.

-A current MVR review must be conducted by Human Resources Director prior to re-instatement of driving privileges.

-Failure to maintain an acceptable or conditional driving record may result in the Human Resources Director taking action up to and including suspension or revocation of driving privileges and/or termination of employment (specifically when position requires driving).

-Driver may use personal vehicle for college business and obtain gas credit card for fuel.

The following management actions are required for ***job applicants*** who have either ***Conditional*** or ***Unacceptable*** MVRs:

-Human Resources will evaluate the MVR of job applicants as part of regular pre-hire background screening and will advise hiring departments of a job applicant's MVR status.

-The hiring department, in coordination with Human Resource Director, will evaluate the essential functions of the job and determining whether to proceed with the hiring of the applicant.

- If an applicant is hired with a conditional MVR, then the requirements outlined above are immediately applicable upon hiring.

-No applicant may drive a school vehicle with an unacceptable driving record. Driver may use personal vehicle for college business and obtain gas credit card for fuel.

E. Driver Training Requirements

All persons with driving as an assigned duty (including HOV ***drivers***) must attend an approved course in defensive driving prior to being authorized to drive on school business.

-Defensive driving instruction may be obtained through attendance at a classroom-based program, or completion of an online program.

-Documented completion of defensive driving instruction from other employers or agencies outside of the school can be accepted for this requirement if approved by Transportation Coordinator.

-Completion of an approved training program for dismissal of a traffic citation may meet this training requirement if approved by Human Resources Director.

Contacts: Human Resources

Approved Date: 2/2/2015

Policy History: Click here to enter text.

Keywords: defensive driving, transportation, school vehicle, bus, motor vehicle

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