

BEREA COLLEGE
FLEET SAFETY POLICY

I. Policy Statement

The Berea College Fleet Safety Policy establishes guidelines and procedures to be followed to protect the safety of individuals operating any motor vehicle on college business. Protecting our student and employee drivers, their passengers and the general public is of the highest priority to the college.

II. Policy Goals

The primary goal of the Fleet Safety Program (FSP) is to maintain a high level of safety awareness and foster responsible driving behavior.

Drivers must follow the requirements outlined in this program. Violations may result in disciplinary action up to and including suspension of driving privileges or dismissal of employees from the college.

III. Program Responsibilities

DRIVERS

Drivers are required to:

1. Read, understand and follow the requirements contained in this program.
2. Participate in college sponsored activities or programs designed to improve driver safety.
3. Maintain a valid driver's license and adhere to license restrictions.
4. Complete the Driver's Authorization Form which permits Berea College to obtain motor vehicle records.
5. Sign the Fleet Safety Program Acknowledgement Form.
6. Sign the Berea College Fleet Distracted Driving Policy Acknowledgement Form.
7. Report to the Motor Pool Coordinator or their designated supervisor any incident which occurs while working for the college or not which could affect their driving status.

MOTOR POOL COORDINATOR

The Motor Pool Coordinator is required to:

1. Implement the FSP and ensure accountability of the program.
2. Ensure that the Driver's Authorization Form is completed by each driver yearly.
3. Ensure that each driver signs the Fleet Safety Program Acknowledgement Form annually and a copy is provided to the driver.
4. Ensure that each driver signs the Berea College Fleet Distracted Driving Policy Acknowledgement Form annually and a copy is provided to the driver.
5. Take appropriate action to manage high-risk drivers.
6. Require that all drivers under the age of 26 have completed required driver training.

IV. Authorization of driving privileges

The Motor Pool Coordinator will not assign or allow use of a motor vehicle if:

- A. The driver does not have a valid driver's license.
- B. The driver possesses licenses from more than one state.
- C. Driver's license is suspended or revoked.

V. AUTHORIZED VEHICLE USE

The use of college vehicles is restricted to business purposes only. NO personal use is allowed at any time.

VI. Driver Motor Vehicle Record Checks

Initial MVR:

Each employee is required to complete and sign a Driver's Authorization Form before driving a Berea College Vehicle.

Existing Employees:

If an existing employee moved from a non-driving to a driving position at the college they will be required to complete and sign a Driver's Authorization Form.

Yearly and Periodic MVRs:

The Motor Pool Coordinator will obtain a Driver's Authorization Form each year and/or at their discretion.

VII. SUSPENSION OF DRIVING PRIVILEGES

Any or a combination of any of the violations below will cause suspension of driving privileges. The Motor Pool Coordinator, with the approval of the Director of Public Safety, has the authority to do so at any time for cause.

Violations

Within last 5 years:

1. Conviction for an alcohol and/or drug related driving offense.
2. Conviction of speeding in excess of 20 mph over the speed limit.
3. Criminal conviction involving the use of a motor vehicle.

Violations (Continued)

Within last 3 years:

1. Any combination of three or more moving violations.
2. Driving with a suspension, revocation or administrative restrictions.
3. Leaving the scene of an accident as defined by local laws.
4. Reckless Driving.
5. Conviction of speeding in excess of 15 mph over the speed limit
6. Two at-fault accidents as determined by law enforcement reports

VIII. REMEDIAL TRAINING AFTER AN ACCIDENT

A driver involved in a preventable accident will be required to complete one-on-one training with the Defensive Driver Training Instructor. Training will be conducted within 60 days of an incident involving any Berea College vehicle and the type and length of training will be related to the incident that has occurred.

Training may include, but not be limited to, hands-on training as well as the use of various media. Documentation will be maintained by the Defensive Driving Coordinator that a driver has completed the training.

The Defensive Driving Coordinator will review all accidents in college owned vehicles on an annual basis and, if trends are observed, will report those to the Director of Public Safety who will report those trends to the College Administrative Committee.

If it is determined the incident occurred due to distracted driving and/or other negligent behaviors additional safety training may be required.

IX. ACCIDENT REPORTING

Drivers are required to notify Public Safety of all accidents as soon as it is practical to do so. The driver is also required to complete an accident reporting kit (a copy is in each vehicle).

X. SAFETY REGULATIONS**A. VEHICLE SAFETY BELTS**

Safety belts are required at all times. Children under four years of age or under 40 pounds in weight are required to be secured in an approved child safety seat.

B. IMPAIRED DRIVING

A driver may not operate a motor vehicle at any time when impaired or affected by alcohol, drugs, medications, illness or fatigue.

C. TRAFFIC LAWS

All drivers are required to abide by all federal, state and local motor vehicle regulations, laws and ordinances.

D. VEHICLE CONDITION

Public Safety is responsible for ensuring that the vehicle is maintained in a safe driving condition. However, before leaving College property drivers should check for obvious safety defects and alert Public Safety of any issues and/or concerns.

E. USE OF MOBILE PHONES AND OTHER ELECTRONIC EQUIPMENT

Do not use your telephone or laptop while driving, except as outlined in the Berea College distracted Driving Policy.

XI. ADDITIONAL SAFETY RULES

- A. Do not pick up hitchhikers.
- B. Do not accept payment for carrying passengers or materials.
- C. Do not use any radar detector, laser detector, or similar devices.
- D. Do not push or pull another vehicle, or tow a trailer without authorization.
- E. Do not transport flammable liquids and gases unless a DOT or UL approved container is utilized, and only then in limited quantities and only when necessary.
- F. Do not use ignition or burning flares. The preferred method is the use of reflective triangles.
- G. Do not assist disabled motorists or accident victims beyond the level of their medical training. If a driver is not qualified to provide the assistance he/she must contact proper authorities.