



**FISHER COLLEGE  
MOTOR VEHICLE SAFETY  
MANUAL**

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**SECTION I.**  
**MOTOR VEHICLE SAFETY POLICY**

1. Policy

Many members of the staff, employees, faculty, coaches and students of Fisher College operate owned, leased, rental or personal vehicles as part of their jobs. Each of you is expected to operate these vehicles safely in order to prevent accidents which may result in injuries and property loss. It is the policy of the College to provide and maintain a safe working environment to protect our employees and students, as well as the citizens of the communities where we conduct business, from injury and property loss. The College considers the use of automobiles part of the working environment and is committed to promoting a heightened level of safety awareness and responsible driving behavior. Our efforts and the commitment of each of you will prevent vehicle accidents and reduce personal injury and property loss claims. This program requires the full cooperation of each driver to operate their vehicle safely and to adhere to the responsibilities outlined in the Motor Vehicle Safety Program. Elements of this program include:

- Assigning responsibilities at all levels of employment.
- Vehicle use and insurance requirements.
- Employee driver's license checks and identification of high risk drivers.
- Accident reporting and investigation.
- Accident Review Board.
- Vehicle selection and maintenance.
- Training standards.
- Safety regulations.

2. Responsibility

The Administration is responsible for successful implementation and on-going execution of this program. Supervisors and employees are responsible for meeting and maintaining the standards set forth in this program.

3. Scope

This policy applies to all individuals who operate vehicles on College business and will be reviewed by administrators, department heads and supervisors to ensure full implementation and compliance.

**SECTION II.**  
**ORGANIZATION AND RESPONSIBILITIES**

1. The Administrative Council members will:
  - A. Implement the Motor Vehicle Safety Program in their areas of responsibility.
  - B. Establish measurement objectives to ensure compliance with the program.
  - C. Provide assistance and the resources necessary to implement and maintain the program.
  - D. Appoint the Vehicle Safety Coordinator.
  
2. Supervisors will:
  - A. Investigate and report all accidents involving a motor vehicle used in performing College business. Forward all accident reports to the Vehicle Safety Coordinator.
  - B. Be responsible for taking appropriate action to manage high risk drivers as defined by this program.
  
3. Vehicle Safety Coordinator will:
  - A. Issue periodic reports of losses for the review of the Administrative Council.
  - B. Review motor vehicle accident reports as part of the College Accident Review Board.
  - C. Revise and distribute changes to the Motor Vehicle Safety Program to managers, supervisors and drivers as necessary.
  - D. Maintain appropriate records.
  - E. Provide for driver training either internally or through external means for high risk or new driver applications.
  
4. Drivers will:
  - A. Always operate a motor vehicle in a safe manner as explained under the section titled, "Driver Safety Regulations".
  - B. Maintain a valid driver's license and minimum insurance requirements on personal vehicles used in College business.
  - C. Maintain assigned vehicles according to established maintenance standards.

**SECTION III.**  
**VEHICLE USE**

1. College Owned Vehicles

A. Passenger Cars

Employees authorized by their supervisors will be permitted to operate a passenger car. When the vehicle is driven for personal use, only the employee or the employee's spouse will be permitted to operate the vehicle. No one under the age of 21 will be permitted to operate the vehicle.

B. Commercial Vans and Trucks

Employees with appropriate commercial driver's license (if required by the state), authorization from their supervisor and qualified by state and Federal DOT when applicable will be permitted to operate the vehicle.

2. Personal Vehicles on College Business

A. Employees who drive their personal vehicles on College business are subject to the requirements of this program including:

1. Maintaining minimum auto liability insurance as required by state law.
2. Maintain current state vehicle inspections when required.
3. Maintain their own vehicle in a safe operating condition when driven on College business.
4. Acceptable Motor Vehicle Report (MVR).

3. Rental Vehicles

- A. Rental vehicles will be leased on approval of an Administrative Council member.
- B. Collision damage waiver will be refused.

4. Unauthorized Use of Vehicles

Assigned drivers and other authorized employees will not allow an unauthorized individual to operate a College vehicle. No exceptions! Disciplinary action may be taken. Additionally, if unauthorized use results in an accident, the responsible employee will be required to make restitution for the damages.

5. Contractors and Temporary Hire Employees

Contractors and temporary employees will be treated as College employees and will comply with the requirements of this program. Failure to meet all requirements will result in the immediate loss of driving privileges.

**SECTION IV.**  
**DRIVER SELECTION**

1. Driver Evaluation:

Employees will be evaluated and selected based on their driving ability. To evaluate employees as drivers, management will:

- A. Review employee's past driving performance. All new employees and current employees recently assigned to driving duties will be required to complete the "Vehicle Driver Agreement".
- B. Review the employee's Motor Vehicle Record (MVR) annually (more frequently if reasons warrant).
- C. Verify the employee has valid driver's license.

2. Driver Qualification:

Effective driver qualification controls are important elements of a successful motor vehicle safety program. Management developed and incorporated standards into this program, which reflect the skills necessary for satisfactory job performance while taking into consideration applicable Federal and state regulations.

- A. The College has implemented three levels of driver qualification criteria. Use of any or all of these criteria is dependent upon the nature and scope of the driving requirements.
  - 1. State-regulated driver qualification parameters must be met. Regulatory information will be obtained from applicable state departments of transportation and motor vehicle services.
  - 2. Where applicable, drivers will comply with DOT Commercial Driver License (CDL) regulations.
  - 3. Drivers involved in interstate or foreign commerce in vehicles with Gross Motor Vehicle Weight Rating (GMVR) of 10,001 pounds or more, designed to transport 16 or more passengers, including the driver, or used in the transportation of hazardous materials in a quantity requiring placarding under the DOT Hazardous Materials Regulations, are subject to the requirements of the DOT Federal Highway Administration's Federal Motor Carrier Safety Regulations.

4. Drivers involved in intra or interstate operations with GMVR of 26,001 pounds or more must have a CDL license and be enrolled in a DOT Drug and Alcohol Testing Program.
- B. The following criteria were established to identify high risk drivers. A driver is unacceptable if the driver's accident/violation history in the past year includes one or more of the following moving violation convictions:
1. Driving under the influence of alcohol or drugs (DWI).
  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. Speeding (3 or more in a 1 year period).
  11. Two preventable accidents in a 12 month period.

Drivers who are identified as high risk or in violation may be subject to several actions from management including, but not limited to:

1. Driver may be required to attend a defensive or safety driving course on their own time & expense.
  2. Driver may be required to operate their own personal vehicle on College business.
  3. Driver may have their driving privileges suspended or revoked.
3. Driver Training:

Prior to final approval, all new driver candidates deemed qualified under all other conditions of this policy will be required to enroll in, and successfully complete, an approved driver safety course. A certificate of satisfactory completion, issued by the course administrator, will be maintained by the Vehicle Safety Coordinator in the driver's file. In addition, previously approved drivers may be required to re-enroll in and complete the safety course at any time at the discretion of the Vehicle Safety Coordinator or the Accident Review Board.

4. Students as Authorized Drivers:

Generally, students of the College will not be authorized as drivers, unless the student holds a specific position within the college community. Exceptions include, but are not limited to, Resident Assistants and Assistant Athletic Coaches. Other exceptions will only be made at the discretion of the Vehicle Safety Coordinator in conjunction with the Accident Review Board.

**SECTION V.**  
**ACCIDENT RECORDKEEPING, REPORTING AND ANALYSIS**

1. This College considers elimination of motor vehicle accidents as a major goal. To meet this objective, all accidents will be reported to the Vehicle Safety Coordinator, investigated, documented and reviewed by the College Accident Review Board. The investigation identifies need for:
  - A. A more intensive driver training and/or remedial training.
  - B. Improved driver selection procedures.
  - C. Improve vehicle inspection and/or maintenance activities.
  - D. Changes in traffic routes.
  
2. Motor vehicle accident recordkeeping procedures consist of the following components:
  - A. Documentation of causes and corrective action.
  - B. Expedition of corrective action.
  - C. Analysis of accidents to determine trends, recurring problems and the need for further control measures.
  
3. Responsibility:

Implementation of these procedures remains the responsibility of both the driver and the Vehicle Safety Coordinator.

  - A. Driver

Since the driver is the first person at the accident scene, he/she will initiate the information-gathering process as quickly and thoroughly as is feasible.
  - B. Vehicle Safety Coordinator

The Vehicle Safety Coordinator will obtain accident data from the driver through the Transportation Accident Report form and/or by verbal communication. It is important to determine the extent of the accident, especially if it involves injury or death to the driver, passengers, or other parties. The Vehicle Safety Coordinator will immediately proceed with a formal investigation to determine the underlying causes as well as what can be done to prevent similar occurrences. The accident report will be forwarded to the insurance claims office along with any additional support data (e.g., witness statements, photographs, police reports, etc.).
  
4. Driver Participation In Repair Costs:

If a vehicle is involved in an accident which is determined preventable, driver reimbursement to the College should be as follows:

- A. At the discretion of the Accident Review Board, the first 50% of the repair cost, up to a maximum reimbursement of \$250 per accident, if the vehicle is repairable, may be charged back to the driver.
- B. If the vehicle is a total loss, the driver may be charged \$250.

5. Preventable/Non-Preventable Accidents:

The following definitions relate to motor vehicle accidents:

- A. A motor vehicle accident is defined as "any occurrence involving a motor vehicle which results in death, injury or property damage, unless such vehicle is properly parked. Who was injured, what property was damaged and to what extent, where the accident occurred, or who was responsible, are not relative factors".
- B. A preventable accident is defined as "any accident involving the vehicle, unless properly parked, which results in property damage or personal injury and in which the driver failed to do everything he/she reasonably could have done to prevent or avoid the accident".

NOTE 1: A properly parked motor vehicle is one that is completely stopped and parked where it is legal and prudent to park such a vehicle or to stop to load/unload property. Vehicles stopped to load/unload passengers are not considered parked.

NOTE 2: Parking on private property will be governed by the same regulations that apply on public streets and highways. A vehicle stopped in traffic in response to a sign, traffic signal or the police is not considered parked.

- C. The determination of preventability of an accident is the function of the College Accident Review Board.

NOTE 3: See attached "Guide For Preventable and Nonpreventable Accidents" in Appendix.

**SECTION VI.**  
**EMPLOYEE ACCIDENT REPORTING PROCEDURE**

Employees will take the following actions when there are injuries to persons and/or damage to other vehicles or property:

1. If possible, move the vehicle to a safe location out of the way of traffic. Call for medical attention if anyone is hurt.
2. Secure the names and addresses of drivers and occupants of any vehicles involved, their operator's license numbers, insurance company names and policy numbers, as well as the names and addresses of injured persons and witnesses. Record this information on the Accident Report form (in the reporting packet). Do not discuss fault with, or sign anything for anyone except an authorized representative of Fisher College, a police officer, or a representative of the College insurance agency or policy carrier.
3. Immediately notify the Vehicle Safety Coordinator. If any injuries were involved and the Vehicle Safety Coordinator is not available, contact your supervisor immediately.
4. You will be contacted by the Vehicle Safety Coordinator to advise you how to arrange for repairs to the vehicle. Do not have the vehicle repaired until you receive authorization from the Vehicle Safety Coordinator.

When there is theft of or damage to your vehicle only:

1. If you did not witness the damage to the vehicle, you must notify the local police department immediately.
2. Immediately notify Vehicle Safety Coordinator.
3. You will be contacted by the Vehicle Safety Coordinator to advise you how to arrange for repairs or replacement of the vehicle. Do not have the vehicle repaired until you receive authorization from the Vehicle Safety Coordinator.
4. Send a copy of the police report along with a memo outlining any additional information to the Vehicle Safety Coordinator.

Note: Accident reporting kits: every College vehicle should have an accident reporting kit in the glove box. This should include an accident report form, pen or pencil, and an inexpensive or disposable camera.

**SECTION VII.**  
**FISHER COLLEGE ACCIDENT REVIEW BOARD**

All vehicle collisions should be analyzed, and a written report submitted to management for review. A determination of accident preventability should be made. Where the collision was preventable by the College driver, the driver will be counseled. In addition, the driver may be given additional training, given time off without pay, placed on probation, transferred to non-driving duties, disciplined in other ways, or employment (or services for independent contractors) terminated according to corporate, union, and governmental guidelines.

However, this does not absolve management from improving safety of the work and driving environment. The Vehicle Safety Coordinator, drivers and management personnel should each participate in the analysis. Management deficiencies and/or lack of management action should also be part of the accident review. Management has the legal obligation not only for driver safety but the safety of the general public as well.

To determine preventability an Accident Review Board has been established. Members consist of: the Chief of Campus Security, the Vice President of Finance, and the Director of Facilities. The charge of the review board is to determine whether the fleet accident was preventable or nonpreventable and whether or not it is chargeable to the driver.

The attached material, "Guide For Preventable and Nonpreventable Accidents", will be used as a guide for this determination. Majority vote rules.

The committee will report to the Vehicle Safety Coordinator within 3 working days the results of their review. The Vehicle Safety Coordinator will take the appropriate steps and communicate the results to the affected driver and supervisor.

**SECTION VIII.**  
**VEHICLE SELECTION, INSPECTION AND MAINTENANCE**

1. Introduction:

Proper selection and maintenance of equipment are important aspects of this program. Reduced operational costs and accidents from vehicle defects are the direct result of a well implemented maintenance policy.

2. Vehicle Selection:

Selection of vehicles begins with understanding the wrong equipment can result in excessive breakdowns, create hazards to personnel, incur costly delays and contribute to poor service and customer complaints. The College will purchase vehicles designed for their intended use.

3. Vehicle Inspection:

The Director of Facilities is responsible for vehicle inspection on a periodic basis using the Vehicle Inspection Report form (see appendix) and forwarding the report to the Vehicle Safety Coordinator. More frequent inspections and reports may be required based on heavy use.

4. Vehicle Maintenance:

Vehicle maintenance can take the form of three distinct programs: preventive maintenance, demand maintenance, and crisis maintenance. While all three types have their role in the Motor Vehicle Safety Program, the most cost effective control is preventive maintenance. The groundwork for a good preventive maintenance program starts with management. A review of manufacturer's specifications and recommendations for periodic preventive maintenance should be integrated with the actual experience of the vehicles.

- A. Preventive maintenance (PM) is performed on a mileage or time basis. Typical PM includes oil/filter changes, lubrication, tightening belts and components, engine tune-ups, brake work, tire rotation, hose inspection/replacement and radiator maintenance.
- B. Demand maintenance is performed only when the need arises. Some vehicle parts are replaced only when they actually fail. These include light bulbs window glass, gauges, wiring, air lines, etc. Other "demand maintenance" items involve vehicle components that are worn based on information from the vehicle condition report. These include tires, engines, transmissions, universal joints, bushings, batteries, etc. Since these situations are identified through periodic vehicle inspection, they can actually be classified within the PM program.

C. Crisis maintenance involves a vehicle breakdown while on the road. While situations of this type may happen regardless of the quality of the PM program, it is an expensive alternative to not having an effective preventive maintenance program at all. Crisis maintenance situations should be minimized through proper PM procedures.

5. Recordkeeping:

Fisher College's vehicle selection, inspection and maintenance program is only as good as its recordkeeping procedures. Employees will forward all vehicle maintenance records for maintenance performed each quarter to the Vehicle Safety Coordinator.

6. Key Security:

Vehicle keys are to be held by campus security at all times, and will be released to authorized drivers only. Drivers will sign out keys upon vehicle release and sign again upon key return. Keys are to be returned to security immediately upon return to campus. Campus security will be provided with an up-to-date authorized driver list by the Vehicle Safety Coordinator.

**SECTION IX.**  
**DRIVER TRAINING**

1. Drivers approved by the College to operate a motor vehicle will have the basic skills and credentials necessary to perform this function as confirmed through the driver selection process.
2. New employees, contractor, and temporary hires will receive a copy of this program as part of their initial orientation. A formal orientation program is established to help assure all drivers are presented with the College policy, understand their responsibilities and are familiarized with their vehicle. Areas that must be addressed, with the driver, include:
  - a. Understand, review and given a copy of the Fleet Safety Program.
  - b. Understand and sign the Vehicle Assignment Agreement.
  - c. Review individual Motor Vehicle Report (MVR).
  - d. Understand accident reporting & emergency procedures.
  - e. Review operation and controls of vehicle being assigned.
  - f. Inspect vehicle using Vehicle Inspection Form.

A copy of this program will be kept in the vehicle.

3. License Suspension:

Drivers must notify the Vehicle Safety Coordinator if their license is suspended or revoked.

5. Driver Safety Course

All driver candidates must successfully complete an approved drive safety course as referenced in Section IV, Paragraph 3.

5. Remedial Training:

Drivers may be required to attend a safe driving school (National Safety Council Defensive Driving course of equivalent) or an alcohol/drug abuse program on their own time and at their own expense if a review of the driver's MVR indicates:

- A. One or more violation convictions within any one-year period, or
- B. A conviction for driving while under the influence of alcohol or drugs.

Also, depending on the severity of the conviction, the employee's driving privileges may be revoked and/or may result in employment termination.

**SECTION X.**  
**DRIVER SAFETY REGULATIONS**

1. Safety Belts:

The driver and all occupants are required to wear safety belts when the vehicle is in operation or while riding in a vehicle. The driver is responsible for ensuring passengers wear their safety belts. Children under four years of age or under 40-pounds in weight must be secured in a DOT approved child safety seat.

2. Impaired Driving:

The driver must not operate a vehicle at any time when his/her ability to do so is impaired, affected, influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, illness or injury. For trips of extended duration, drivers are required to take periodic rest breaks in order to maintain a high level of alertness and avoid mental and physical fatigue. Under no circumstances should an individual driver exceed a continuous driving duration, including breaks, of more than six hours without an adequate extended rest period.

3. Traffic Laws:

Drivers must abide by the federal, state and local motor vehicle regulations, laws and ordinances.

4. Vehicle Condition:

Drivers are responsible for ensuring the vehicle is maintained in safe driving condition. Drivers of daily rentals should check for obvious defects before leaving the rental office/lot and, if necessary, request another vehicle if the first vehicle is deemed unsafe by the employee. Drivers are encouraged to rent vehicles equipped with air bags and ABS brakes, where available.

5. Cellular Telephones, Walkmans and Pagers:

The following procedures apply to employees driving on College business who wish to use cellular telephones in the vehicle.

- A. External speaker and microphone must be included to allow hands-free operation.
- B. Phone number memory and programming capabilities are to be included.
- C. Drivers are to refrain from placing outgoing calls or responding to pagers while the vehicle is in motion.
- D. Incoming calls should be limited.

- E. For any vehicle equipped with cellular telephone that does not meet the above equipment specifications, use of the telephone/pager is authorized when the vehicle is safely parked.
- F. Employees are prohibited from using a Walkman, iPod, or earphones of any type while operating a motor vehicle.

6. Motorcycles:

Employees are prohibited from using motorcycles when traveling on College business.

7. General Safety Rules:

Employees are not permitted to:

- A. Pick up hitchhikers.
- B. Accept payment for carrying passengers or materials.
- C. Use any radar detector, laser detector or similar devices.
- D. Push or pull another vehicle or tow a trailer.
- E. Transport flammable liquids or gases unless a DOT or Underwriters' Laboratories approved container is used, and only then in limited quantities.
- F. Use of burning flares will be discouraged. The preferred method is the use of reflective triangles.
- G. Assist disabled motorists or accident victims beyond their level of medical expertise. If a driver is unable to provide the proper medical care, he/she must restrict his/her assistance to calling the proper authorities. Your safety and well being is to be protected at all times.

8. College and Personal Property:

Employees are expected to use reasonable care when College property such as computers, work papers and equipment are transported in a College vehicle. The College will not reimburse the employee for stolen personal property.

9. Loading:

College and personal property should be loaded and secured in an appropriate manner, so as not to compromise safe operation of the vehicle. In the usage of College vans, property and equipment is never to be secured in any way to the top of the vehicle.

10. Passenger Seating:

Standard College vans are equipped with two front bucket seats and three bench type seats. Under no circumstances should additional seating of any type be added to the vehicle, whether it be manufacturer's original equipment or otherwise. Passenger load is strictly limited to seating capacity of the existing seating configuration.

**SECTION XI.**  
**APPENDIX**

Forms/Attachments

- Vehicle Driver Agreement
- Motor Vehicle Records Release Authorization
- Guide For Preventable and Nonpreventable Accidents
- Vehicle Inspection Report

**VEHICLE DRIVER AGREEMENT**

The undersigned hereby acknowledge that I seek approval to operate a Fisher College owned or leased motor vehicle. I understand that, if approved to operate, the vehicles are to be regularly maintained and serviced, according to the service schedule outlined in the Owner's Manual or the instructions issued by the Vehicle Safety Coordinator, whichever is appropriate.

Further, it is agreed the vehicle will be operated in a safe manner. I agree to wear my seat belt whenever the vehicle is in motion and will require other occupants to do so. I agree to be responsible for all traffic and parking violations that occur while the vehicle is assigned to me.

I agree to promptly report all accidents or incidents resulting in injury or damage to the vehicle or other property, no matter how slight.

I understand I am required to maintain a valid driver's license. Further, I herewith grant Fisher College the right to investigate my motor vehicle driving record at any time.

If my driving record contains two moving violations within any one-year period, or one moving violation within the past 12 month period, my record will be brought up before the College Accident Review Board for consideration of remedial training and/or loss of driving privileges. I may be required to attend a safe driving class on my own time and at my expense, and to provide the Vehicle Safety Coordinator with confirmation of attendance within thirty days of notification if decided by the review board.

I understand I am not to modify the vehicle in any way without written permission. This specifically applies to the installation of cellular telephones, radios, CBs, speakers, etc. Further, trailer hitches and towing trailers are specifically prohibited. Further, I will not take this vehicle out of the United States without written permission from the Vehicle Safety Coordinator.

I agree to reimburse the College for damages done to this vehicle because of my negligence. In the event of an accident, which has been determined to have been my fault by citation, traffic court conviction, by my own admission, or determination by the Accident Review Board, I recognize that I may be held responsible for the first 50% of the repair cost, up to a maximum reimbursement of \$250 per accident, if the vehicle is repairable. If the vehicle is a total loss, I agree that I may be held responsible for \$250 as reimbursement for the loss.

I understand the operation of this vehicle in a safe operating condition is my responsibility. If this vehicle becomes unsafe, it is my responsibility to notify my supervisor immediately.

I read and agree to the provisions of this Vehicle Driver Agreement and the read and agree to the requirements of the Fisher College Motor Vehicle Safety Manual.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**



## Fisher College Motor Vehicle Records Authorization

I hereby authorize Fisher College, or any third party sanctioned by Fisher College or its insurance agent, to obtain and review all Motor Vehicle Records deemed necessary to ensure my compliance with the Fisher College motor vehicle policy.

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

State of Issuance: \_\_\_\_\_

License #: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date