

<b><u>VEHICLE USE POLICY</u></b>	
<b>1.0</b>	<p><b>Purpose:</b> 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 motor vehicles as well as their appropriate stewardship.</p>
<b>2.0</b>	<p><b>Revision History:</b> Last update was 2012. Current version updated by the Operations Council Spring 2018 and approved at the All College Forum December 2018. Board of Trustees approved this revised policy on April 10, 2019.</p>
<b>3.0</b>	<p><b>Persons Affected:</b> This policy applies to all:</p> <ul style="list-style-type: none"> <li>• Deans, directors, and department heads-Department of unit vehicle representatives.</li> <li>• Prospective or authorized drivers of College- owned, College- leased or College- rented vehicles.</li> <li>• College administrators.</li> </ul>
<b>4.0</b>	<p><b>Policy:</b> Quinsigamond Community College vehicles are available under certain circumstances for use in support of the College’s mission of education, research, enrollment and community service.</p>
<b>5.0</b>	<p><b>Definitions:</b> None.</p>
<b>6.0</b>	<p><b>Responsibilities:</b></p> <p><b>6.1</b> The Vice President for Administrative Services has the responsibility and the authority to ensure that college vehicles are used and maintained appropriately.</p> <p><b>6.2</b> The driver of the vehicle has ultimate responsibility for seeking and possessing information about driving safety and road regulations.</p> <p><b>6.3</b> Each department or unit that has oversight over College vehicle(s) must establish a reliable system for tracking departmental vehicle use.</p> <ol style="list-style-type: none"> <li>1. Complete the proper forms when a vehicle is in use.</li> <li>2. Provide a vehicle log and require users to complete information on</li> </ol>

	<p>mileage driven and business purpose for off-campus trips.</p> <ol style="list-style-type: none"> <li>3. Maintain and update annually a listing containing all potential drivers.</li> <li>4. Allow only drivers with valid licenses to operate vehicles.</li> <li>5. Allow only authorized individuals to operate College vehicles.</li> <li>6. 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.</li> <li>7. Disseminate information regarding driving rules and regulations, safe driving practices and hazards of the road.</li> <li>8. Assist in any accident investigation or information gathering activity when requested.</li> </ol>
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<p>7.0</p>	<p><b>Procedures:</b></p> <p><b>7.1 <u>Proper Vehicle Use:</u></b> The following conditions apply to all drivers who use College vehicles. These procedures are minimum requirements for College vehicle use. Departments may develop more detailed procedures that coincide with the general College policy outline herein. Drivers should read these obligations carefully before operating a College vehicle. <b>The driver must:</b></p> <ol style="list-style-type: none"> <li>1. Be a paid employee of the college.</li> <li>2. Have a valid driver's license.</li> <li>3. Register with Public Safety as a College driver, including a check of license status.</li> <li>4. Inform supervisor of any change in license status.</li> <li>5. Use College vehicles for official College business only.</li> <li>6. Complete the department log for off-campus trips, recording number of miles driven and business purpose, upon return and receipt of vehicle.</li> <li>7. Operate a College vehicle in accordance with College regulations and applicable state laws.</li> <li>8. Assume responsibility for any and all fines or traffic violations associated with your use of a College vehicle.</li> <li>9. Never drive while under the influence of drugs or alcohol.</li> <li>10. Never transport passengers such as hitchhikers, family members or friends for unauthorized use.</li> <li>11. Never smoke or chew tobacco in the vehicle, carry a lighted cigar, pipe, cigarette, electronic cigarette, or other device used for smoking tobacco in the vehicle.</li> <li>12. Never drive the vehicle at speeds that are inappropriate for road conditions.</li> <li>13. Never drive the vehicle "off road" unless an exception has been granted.</li> <li>14. Turn the vehicle ignition off, remove the keys, and lock the vehicle when left unattended.</li> <li>15. Report all accidents to the local police department as well as the Quinsigamond Community College Campus Police department, your supervisor, and your department or unit vehicle representative.</li> <li>16. Turn in all original gas receipts, along with the gas card, when checking the vehicle back in.</li> </ol>
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### **7.2 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.

### **7.3 Reporting Accidents and Damage:**

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 immediate supervisor, and your department or unit vehicle representative.

When drivers have been in an accident they must:

1. Get immediate medical attention if needed.
2. Remain calm and avoid arguing. 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, and or sign any documents.
5. Notify the police. Because drivers are operating a state-owned vehicle, they must request that a report be filed.
6. Discuss the accident only with police officers, the College's insurance company and College Designated officials.
7. Record as much information as possible about the parties involved in 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. In addition, the address and phone number of any witnesses should be obtained.
8. Complete 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 about the accident to the College's Designated Official.

### **7.4 The Department's Obligations:**

Each department or unit that controls a College vehicle(s) must establish a reliable system for tracking departmental vehicle use, and utilize a Vehicle Use Authorization Request Form, or a form with a similar function. The individual must: 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. Maintain and update annually a database containing all potential drivers.

	<p>Allow only drivers with valid licenses to operate vehicles. Allow only authorized individuals to operate College vehicles. 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. Facilitate the dissemination of information regarding driving rules and regulations, safe driving practices and hazards of the road. When requested, assist in any accident investigation or information gathering activity.</p>
8.0	<p><b>Sanctions:</b> Sanctions will commensurate with the severity and/or frequency of the violation of this policy and may include termination of employment.</p>