



# CONNECTICUT COLLEGE

## Vehicle Use Policy

### Scope

Connecticut College has instituted the following policies to ensure the safety of our students and employees during the operation of motor vehicles. This policy applies to all persons (faculty, staff, students and volunteers) who drive Connecticut College administered vehicles for the benefit of Connecticut College and covers all College owned, leased, rented or personal vehicles used for official College business (whether or not reimbursement for mileage is sought).

Any person operating a College Vehicle or a personal vehicle for College related travel, must become a Connecticut College Authorized Driver and hold a valid driver's license issued in the state of their legal residence for the class of vehicle being driven. A driver's license issued in a country other than the United States is not acceptable. If for any reason the license of any operator of a Connecticut College administered vehicle becomes invalid, they receive a citation for a motor vehicle violation or are involved in a motor vehicle accident (whether or not the incident took place while operating a College administered vehicle), they must immediately notify the Transportation Department and their supervisor who will take the appropriate action.

### Becoming an Authorized Driver

Students, faculty, and staff may not drive a College administered vehicle or personal vehicle for College related travel until approved as an authorized driver by submitting a Driver Application and the Authorization to Check MVR Records. **Once approved, the individual will remain an authorized driver unless otherwise prohibited.** Driver qualifications include the following:

- Must be at least 21 years old to drive 10 passenger vans and Enterprise rental minivans; persons age 18, 19, & 20 may become authorized drivers for sedans and CC Fleet minivans only
- Must be at least 25 years old to drive 12 passenger vans
- Possess a valid United States Driver's License for at least 1 year prior to driving a College Vehicle
- Drivers must successfully complete an online Driver Training class module and email the Certificates of Completion to [transportation@conncoll.edu](mailto:transportation@conncoll.edu)
- Meet "Clear" driving status thru Justifacts MVR

Only authorized drivers can operate a College administered fleet vehicle. All authorized drivers must be identified no later than when the vehicle is picked up. All authorized drivers must sign the reservation form at the time the vehicle is picked up.

## Motor Vehicle Records

Connecticut College checks motor vehicle records (MVR's) during the application process. Driving privileges may be suspended or terminated if the applicant's record indicates an unacceptable number of accidents and/or violations. In situations where driving is considered an essential function of the job and an employee meets prohibited driving status, the individual will be referred to the Human Resources department. Applicants for employment must meet Clear driving status in order to be considered for employment in which driving is an essential function of the job. Driving records are evaluated using the Justifacts MVR Report. The College reserves the right to prohibit any student, faculty, staff member, or volunteer from becoming an approved driver, regardless of their MVR report, if their driving record contains any egregious violations, including operator's license suspensions (either current or expired). Annual MVR reviews may be completed on ALL drivers, including non-employee drivers.

Violations related to drugs, alcohol or other driving infractions might result in suspension from fleet vehicle use for the individual or groups involved. It should be noted that suspension of driving privileges could be reviewed. If agreed upon by all parties, a driving contract can be drafted which stipulates specific controls to be followed. If contract is broken, driving privileges may be forfeited.

If an applicant's MVR record comes back with a "clear" result, the applicant will be notified and given instructions for the next step of the application process. If an applicant's MVR comes back with a "review" result, the Transportation Services Coordinator will review the report to determine if the application should be approved or denied. If the MVR comes back with an "adverse" result the application will automatically be denied.

If a Driver Application is denied after a "review" result or automatically denied because of an "adverse" result, the applicant will be given the opportunity to appeal the decision. They will be notified of the denial and advised to contact the Director of Auxiliary Operations to start the appeal process. The MVR Evaluation Table will be used in making the final decision regarding the application.

Evaluation of the MVR information will be made as follows:

Any driver with one major violation will be considered unacceptable.

Any driver having three or more minor violations will be considered unacceptable

Any driver having a total accumulation of 10 points will be considered as unacceptable.

### MVR Evaluation

Each Violation	Points	Violations
a. Driving without a license (i.e., never had a valid license vs. "left at home")	10	Major
b. Driving while license is suspended or revoked	10	Major

c. D.W.I.	10	Major
d. D.U.I.N. (narcotics)	10	Major
e. Any "serious" violation from 1 to 10 mph. over speed limit	6	Major
f. Any speeding violation from 1 to 10 mph. over speed limit if operator is over 21 years old	2	Minor
if operator is 21 years old or under	3	Minor
g. Any speeding violation from 11 to 20 mph. over speed limit if operator is over 21 years old	4	Minor
if operator is 21 years old or under	5	Minor
h. Any speeding violation 21 mph. or more over speed limit if operator is over 21 years old	6	Major
if operator is 21 years old or under	7	Major
i. Any "standard" moving violation; i.e., careless driving, speed too fast for conditions but within normal limit, stop sign, lane crossover, failure to signal, failure to keep right, following too close	2	Minor
j. Any (preventable) chargeable Bodily Injury collision	4	Minor
k. Any (preventable) chargeable Property Damage collision	3	Minor

### **Operating a Personal Vehicle for College Business**

Connecticut College administered vehicles should be used for any College related travel. In the event this is not feasible, authorized drivers may operate their personal vehicle for College business. When using your personal vehicle for College travel the primary liability coverage shifts from Connecticut College to your personal auto insurance. Your personal auto insurance is the primary payer in the event of a loss. Connecticut College's auto liability insurance is in excess of the employee's personal auto liability insurance.

All drivers are required to carry the minimum auto insurance coverages mandated by the state they are licensed by on any vehicle that is used for College business and sponsored travel. Connecticut College is not responsible for the physical damage to an employee's vehicle. Therefore, employees should also have their own collision and comprehensive insurance coverage.

## Driver Responsibilities

1. The driver must operate the vehicle in a safe manner, observing all ordinances and laws pertaining to the operation of motor vehicles. The driver must also follow the Vehicle Use Policy and assure adherence to its expectations.
2. The driver will announce at the beginning of each ride that passengers must use their seat belts. All occupants must wear seat belts at all times.
3. Uncooperative Passengers: Passengers who do not, by their actions while being transported in a Connecticut College Vehicle, support the safe driving goals of this policy should be reported by the driver to the transportation department.
4. The driver shall conduct a visual inspection of the interior and exterior of the vehicle, noting the following:
  - visible damage
  - missing or defective parts
  - cleanliness
  - vehicle equipment (horn, wipers, headlights, etc.)
  - Any exceptional condition shall be brought to the attention of the transportation department.
5. The driver must not use a phone, MP-3 players, computers, tablets, or other mobile devices while operating a Connecticut College sponsored vehicle (owned, leased, rented or personal) while conducting college business. If there is a passenger/navigator, that person should adjust vehicle controls such as the radio, climate control, and GPS.
6. Fines resulting from traffic or parking violations will be the obligation of the driver. Drivers and/or the sponsoring department are responsible for all fines or traffic violations incurred when driving a College fleet vehicle or while driving a personal vehicle on college business. Citations must be paid immediately.
7. Traffic violations must be reported to the Transportation Department and their immediate supervisor after returning from the trip.
8. The driver and passengers are prohibited from using any tobacco products, alcohol, vaping devices or illegal drugs. In addition, the driver may not operate the vehicle using any substance that has any warning of any impairment, including without limitation, a warning for drowsiness or not to use when operating heavy machinery. The driver must not operate the vehicle for a minimum of 12 hours after his or her last ingestion of any substance that could cause impaired driving (including consumption of alcohol).

9. Vehicle load capacities must not be exceeded, including number of passengers, cargo weight, or any combination thereof. Capacity information is located on the inside jamb of the driver's door.
10. No roof storage is allowed on any College vehicle.
11. The driver must ensure that all interior and exterior lights are turned off and all doors and windows are locked when the vehicle is parked.
12. The driver is responsible for ensuring the vehicle is returned clean and in the condition, they received it in. Any cleaning required, beyond what is considered normal vehicle use, may incur an additional cleaning fee.
13. Damage that occurs to a fleet vehicle, either from direct or indirect negligence of the driver will be the financial responsibility of the renting department. Any insurance deductible costs and/or any other repair costs not covered by insurance will be the financial responsibility of the renting department.
14. The driver/renting department is responsible for completing accurate passenger and destination information in ConnQuest or other appropriate format prior to departure. They must also confirm that the information has been transmitted to Campus Safety.

### **Trips Over 200 Miles One Way Involving Students**

When traveling more than 200 miles one way or 4+ hours in one day, multiple authorized drivers are required or the driver must take at least a 2-hour break after the first 4 hours of driving before proceeding. **No single driver can drive more than 4 consecutive hours or 8 hours in a 24-hour period.** A list of alternate drivers for trips that require more than one driver per vehicle must be provided. Alternate drivers must also sign a Fleet Vehicle Driver Agreement prior to the trip departure.

A driver's log must be maintained for any trip over 200 miles one-way. The driver is required to keep track of the number of hours he or she is operating the vehicle. Each driver is required to fill out the driver's log for each day (24-hour period) that he or she is driving.

A travel pouch will be located in each College administered fleet vehicle, which will contain insurance information, accident/incident report, drivers log and emergency phone numbers.

## **Accidents and Incident Reporting**

Failure to stop at the scene of an accident in which you are involved is a criminal offense. In the event of an accident involving a college fleet vehicle or rental vehicle, the driver shall adhere to the following procedures:

**Accidents must immediately be reported to law enforcement authorities (911), Connecticut College Campus Safety (860) 439-2222 and Transportation Services (860) 439-3700**

1. Call the police. In the event of medical injuries, call for medical help.
2. Do not leave the vehicle except in an extreme emergency or told to by the responding Police Officer.
3. Assist injured people. Do not move them unless it is necessary to remove them from imminent danger.
4. If the vehicle is not in a safe location, communicate this to the 911 Operator and ask for advice. Do not move the vehicle unless told to do so by the 911 Operator or a Police Officer.
5. When the police respond to the accident, request the investigating officer's name, badge number, phone number, and report number.

An accident report packet must be completed and can be found in the travel pouch located in all Connecticut College administered vehicles. Obtain as much information as possible at the scene and report details on the Vehicle Accident Reporting Form (location, time, extent of injuries, your contact information, names and contact information of witnesses, etc.). Return this form to the Transportation Services office by emailing a scanned copy to [transportation@conncoll.edu](mailto:transportation@conncoll.edu) or in person in Crozier Williams room 219. If possible, take photographs of the accident scene/vehicle damage etc. and transmit them to the transportation department when you return to campus. In the event you are in a rental vehicle, you may pick up an accident report from the transportation department when you return to campus.

At a minimum, write down:

- Name
- Date of birth
- Driver's license number and state
- Address, Phone number

- Insurance company – policy number, if known
- License plate number
- Make, model, and year of vehicle
- Damage to vehicle
- Injury to driver, if any
- Date, time, road and weather conditions
- Names and phone numbers of any passengers
- Injuries to any passengers
- Names and phone numbers of any witnesses

Any incidents involving the vehicle, such as flat tires and mechanical issues, shall be documented on the Accident Report Form with as much detail as possible.

### **Inclement Weather**

When Storm Advisories, Storm Warnings, and/or reports of adverse driving conditions include the planned driving route for a Connecticut College sponsored trip (including business travel), the vehicle renter, sponsoring department, and the Transportation Services office will consult to determine whether to continue the trip as planned, delay the trip, or cancel the trip.

Available information on weather and road conditions will be used to weigh the risks associated with running the trip, as well as any options for altering the trip route or itinerary. The Director of Auxiliary Operations has the final decision on the disposition of the trip.

In the event of inclement weather, the following procedures must be followed:

#### **Prior to Departure**

- During normal business hours, the Transportation Services Coordinator/Director of Auxiliary Operations will determine if the vehicle is to be used for that day or evening.
- After hours, the individual driving the vehicle must confer with Campus Safety in situations where he or she is unsure.
- If the college closes due to inclement weather, the vehicles will not be used.

## During Operation

- Since weather conditions may vary within a short distance, the driver should use their best judgment to determine driving conditions. If they feel unsafe at any time, Campus Safety should be contacted immediately for instructions.





# CONNECTICUT COLLEGE

## Addendum A - Student College Administered Vehicle Driving Policies

### **Driver Approval & Reservations**

ALL student drivers must be cleared through the college's driver approval process, outlined in the College's Vehicle Use Policy prior to driving a college fleet vehicle.

All student group reservations should be made through the CONNQuest software system or other appropriate format and must be approved by the Office of Student Engagement, as an official College sponsored activity or event, before the vehicle reservation can be confirmed. They must also confirm that the information has been transmitted to Campus Safety.

Reservations must be made five business days in advance of the desired vehicle rental date. Reservation requests made less than five business days in advance may not be honored. A confirmation will be sent to confirm your reservation was submitted and, if you do not receive a confirmation, you should assume that your reservation was never received.

Vehicle rentals made by student clubs and organizations recognized by the Office of Student Engagement, are entitled to a 25% discount off the daily vehicle rental rate. Financial responsibility of all associated costs with the rental of a College administered vehicle, including rental costs, fuel, tickets, tolls and damage claims, are the responsibility of the student club or organization.

Reservations, which are not picked up at the scheduled time will be cancelled one hour after that time or at the end of business hours, whichever comes first.

Reservations that involve a rental, and are not cancelled with at least 24-hour notice, may be charged to the appropriate student club or organization.

### **Driving Policies**

1. Vehicles are not to be used for personal use during authorized trips.
2. Fines resulting from traffic or parking violations will be the obligation of the driver. Drivers and/or the sponsoring department are responsible for all fines or traffic violations incurred when driving a

College fleet vehicle or while driving a personal vehicle on college business. Citations must be paid immediately.

3. Drivers must report all accidents or traffic violations to Campus Safety, Transportation Department and their supervisor.
4. The driver will announce at the beginning of each ride that passengers must use their seat belts. All occupants must wear seat belts at all times.
5. Uncooperative Passengers: Passengers who do not, by their actions while being transported in a Connecticut College Vehicle, support the safe driving goals of this policy should be reported by the driver to the Transportation Department.
6. The driver must not use a phone, MP-3 players, computers, tablets, or other mobile devices while operating a Connecticut College sponsored vehicle (owned, leased, rented or personal) while conducting college business. If there is a passenger/navigator, that person should adjust vehicle controls such as the radio, climate control, and GPS.
7. The driver and passengers are prohibited from using any tobacco products, vaping devices, alcohol, or illegal drugs. In addition, the driver may not operate the vehicle using any substance that has any warning of any impairment, including without limitation, a warning for drowsiness or not to use when operating heavy machinery. The driver must not operate the vehicle for a minimum of 12 hours after his or her last ingestion of any substance that could cause impaired driving (including consumption of alcohol).
8. Violations related to drugs, alcohol or other driving infractions might result in suspension from fleet vehicle use for the individual or groups involved.
9. Damage that occurs to a fleet vehicle, either from direct or indirect negligence of the driver will be the financial responsibility of the renting department. Any insurance deductible costs and/or any other repair costs not covered by insurance will be the financial responsibility of the renting department.
10. Fleet suspensions will be determined by the Transportation Department and will be based on severity and the number of infractions. In addition, students may be referred to the student conduct process.

### **Daily Driving Restrictions**

1. Each vehicle traveling more than 200 miles one way or 4+ hours in one day, require multiple authorized drivers or the driver must take at least a 2 hour break after the first 4 hours of driving before proceeding. **No single driver can drive more than 4 consecutive hours or 8 hours in a 24-**

**hour period.** A driver's log must be maintained for any trip over 200 miles one-way. The driver is required to keep track of the number of hours he or she is operating the vehicle. Each driver is required to fill out the driver's log for each day (24-hour period) that he or she is driving.

2. A travel pouch will be located in each College administered fleet vehicle, which will contain insurance information, accident/incident report, drivers log and emergency phone numbers.
3. Drivers are not permitted to drive between the hours of 1 a.m. and 5 a.m., unless within a 50-mile radius of Connecticut College.
4. A list of alternate drivers for trips that require more than one driver per vehicle must be provided. Alternate drivers must also sign a Fleet Vehicle Driver Agreement prior to the trip departure.
5. Trips are limited to a maximum of 400 miles per day.
6. The driver must observe all applicable traffic laws, ordinances and regulations, and use safe driving practices at all times. The vehicle must be operated within posted speed limits and at speeds appropriate for road conditions
7. The driver must turn off the vehicle, remove the keys, lock and secure the vehicle when it is unattended.

## **Accidents**

Failure to stop at the scene of an accident in which you are involved is a criminal offense. In the event of an accident involving a college fleet vehicle or rental vehicle, the driver shall adhere to the following procedures:

**Accidents must immediately be reported to law enforcement authorities (911), Connecticut College Campus Safety (860) 439-2222 and Transportation Services (860) 439-3700**

1. Call the police. In the event of medical injuries, call for medical help
2. Do not leave the vehicle except in an extreme emergency or told to by the responding Police Officer
3. Assist injured people. Do not move them unless it is necessary to remove them from imminent danger.
4. If the vehicle is not in a safe location, communicate this to the 911 Operator and ask for advice. Do not move the vehicle unless told to do so by the 911 Operator or a Police Officer.

5. When the police respond to the accident, request the investigating officer's name, badge number, phone number, and report number.

An accident report packet must be completed and can be found in the travel pouch located in all Connecticut College administered vehicles. Obtain as much information as possible at the scene and report details on the Vehicle Accident Reporting Form (location, time, extent of injuries, your contact information, names and contact information of witnesses, etc.). Return this form to the Transportation Services office by emailing a scanned copy to [transportation@conncoll.edu](mailto:transportation@conncoll.edu) or in person in Crozier Williams room 219. If possible, take photographs of the accident scene/vehicle damage etc. and transmit them to the transportation department when you return to campus. In the event you are in a rental vehicle, you may pick up an accident report from the transportation department when you return to campus.

At a minimum, write down:

- Name
- Date of birth
- Driver's license number and state
- Address, Phone number
- Insurance company – policy number, if known
- License plate number
- Make, model, and year of vehicle
- Damage to vehicle
- Injury to driver, if any
- Date, time, road and weather conditions
- Names and phone numbers of any passengers
- Injuries to any passengers
- Names and phone numbers of any witnesses

Any incidents involving the vehicle, such as flat tires and mechanical issues, shall be documented on the Accident Report Form with as much detail as possible.



# CONNECTICUT COLLEGE

## Acknowledgment Connecticut College Vehicle Use Policy Receipt

I have received a copy of Connecticut College Vehicle Use Policy and Addendum A - Student College Administered Vehicle Driving Policies and agree to abide by all provisions outlined. I understand that violation of any provision in these policies may result in the suspension of my driving privileges.

Furthermore, I acknowledge that I have been informed that:

1. College vehicles are for authorized business-purposes only, personal use is prohibited. All vehicle drivers must have gone through the Connecticut College Approved Driver Application Process and be an authorized driver in good standing.
2. Each College administered fleet vehicle may be equipped with a GPS tracking device, which will automatically send alerts to College administrators if a set condition occurs, including excessive speed alerts and boundary alerts.
3. When traveling more than 200 miles one-way or 4+ hours in one day, multiple authorized drivers are required or the driver must take at least a 2-hour break after the first 4 hours of driving. **No single driver can drive more than 4 consecutive hours or 8 hours in a 24-hour period.** A driver's log must be kept for any trip over 200 miles one-way.
4. Vehicles have a full tank of gas and must be returned with a full tank.
5. Damage that occurs to a fleet vehicle, either from direct or indirect negligence of the driver will be the financial responsibility of the renting department.
6. Drivers are personally responsible for all fines or traffic violations incurred when driving a College fleet vehicle. Drivers must report all accidents or traffic violations to Campus Safety, Transportation Department and their Immediate Supervisor.
7. Vehicles must be returned clean and in a condition, that reflects reasonable travel use. Any excessive cleaning required may result in a \$100 excessive cleaning fee.

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Driver Printed Name

\_\_\_\_\_  
College ID Number

\_\_\_\_\_  
Student Club/Organization/Academic Department