

Approved Drivers Policy

Policy Name: Approved Drivers Policy

Approval Authority: President

Interpreting and Implementing Authority: Human Resources

Effective: January 1, 2024

Last Revised: November, 2023

Next Review Date: 5 years from last revised date

Policy Statement

The Approved Drivers Policy defines the process by which an individual is approved to operate a vehicle in connection with their College responsibilities. Wesleyan College has a number of faculty and staff whose responsibilities include the necessity of traveling and properly operating automobiles and other motorized vehicles, including but not limited to vans, automobiles, trucks, golf carts and all-terrain vehicles.

Entities Affected by the Policy

This policy applies to drivers who are engaged in the operation of any College-owned, leased, or rented motor vehicles on either public or private property.

This policy applies to:

- Wesleyan College employees who use College vehicles to transport students, themselves, other employees or campus visitors in connection with any College-sponsored activity.
- Student drivers who use College vehicles to transport students, employees, themselves or campus visitors in connection with any college-sponsored activity.

Wesleyan College operates a small pool of motor vehicles that are available for use by employees and students as Approved Drivers. College vehicles may be reserved only by College staff and departments and are to be used only by the Approved Driver unless specified otherwise in a contract of employment.

Wesleyan College employees operating personal vehicles for College activities are covered by their own personal insurance. The College does not provide comprehensive or collision damage coverage for the employee's personal vehicle and also does not cover deductibles for personal vehicles.

Wesleyan College utilizes golf carts on campus for events and activities with students, faculty and staff drivers. Departments that use golf carts for any reason will need to have all drivers take a brief road test with a department representative and sign the *Golf Cart Driver Authorization Form*. Employees and students that are only driving golf carts will not need motor vehicle background checks on file.

Appropriate personnel involved in the decision making of Approved Drivers and vehicle usage includes the Director of Human Resources, Director of Campus Safety, and other campus designees.

Policy Details and Responsibilities

Eligibility Requirements for College Motor Vehicles

The Department of Human Resources will provide to the Physical Plant and Campus Safety a roster of Approved Drivers who are qualified to drive College-owned, leased, or rental vehicles in connection with

College-sponsored activities. (Approved Driver Policy) In order to be included on the roster of Approved Drivers, an employee will be required to adhere to the following rules.

Requests for exceptions to these rules shall be addressed to the appropriate department head (for employees) and such requests shall be considered by the appropriate department head in conjunction with the Director of Human Resources.

Approved Driver's Must:

- a. Possess a valid United States driver's license issued by the Department of Motor Vehicles/Motor Vehicle Administration from the driver's state of residence, relevant for the lawful operation of the particular vehicle to be used, that has not been suspended or revoked within the prior seven years. Note: For individuals who do not have a driving record of seven years, three will be accepted.
- b. Agree to the disclosure of a true and accurate motor vehicle driving record from the applicable state department of motor vehicles for the past three years;
- c. Be at least 21 years of age to operate a College vehicle
- d. Have at least three years of driving experience on a state-issued license in the class of vehicle operated (time spent driving on a learner's permit will not be counted towards the three-year requirement);
- e. Have no more than two at-fault or preventable accidents or minor traffic violations (or a combination thereof) within the prior three years;
- f. Have not had three or more company at-fault vehicle physical damage claims in any twelve-month period;
- g. Have no convictions or pending charges on record for driving under the influence of alcohol or drugs, or any other major traffic violation within the past three years;
- h. Have not been convicted of a felony or an offense involving the sale, purchase or possession of drugs which occurred in connection with the operation of a motor vehicle during the prior three years;
- i. Have not had automobile insurance canceled, declined or not renewed by a company due to the actions of the employee or student and is able to fulfill the insurance standards imposed by any rental agency supplying a vehicle to the College;
- j. Have no disciplinary sanctions (as an employee) that might reflect negatively on the driver's ability to drive safely;
- k. Successfully complete driver road testing provided by the Department of Campus Safety
- l. Agree to operate College-owned, leased, or rented vehicles in accordance with applicable local and federal laws and college regulations;
- m. Report any change in license status or insurance eligibility immediately (i.e., if the license has been suspended or revoked) to the department head, or Director of Human Resources within three working days of any such change or prior to operation of a College owned, leased or rented vehicle. If the license is revoked or suspended, or if the Approved Driver no longer meets the eligibility requirements of this Policy, operating privileges will be immediately terminated or suspended accordingly at the direction of the appropriate personnel.
- n. Disclose any temporary medical conditions (e.g., broken limbs, sprained joints, concussion, or influenza) that may impair the individual's ability to drive safely;
- o. Agree that all traffic violations and citations are the sole responsibility of the Approved Driver except for citations relating to safety equipment repair order;
- p. Agree to refrain from texting, e-mailing, or using a hand-held telephone or communications device while operating a College-owned, rented, or leased vehicle.

Becoming an Approved Driver

For individuals to be considered for the College Approved Driver List, should complete the following list:

- a. Obtain an application from the Human Resources Department
- b. Complete the application and take it to Human Resources along with a copy of your driver's license
- c. Employees will be notified of declined applications via email. Approved Drivers will be notified via email and issued a certificate valid for one year. Renewals are subject to the standards above and are not automatic.
- d. The Human Resources Office will pull annual Motor Vehicle Records on every approved driver.

Accident Reporting Procedures

In the event an Approved Driver is in an accident while driving a college-owned, leased vehicle or rented vehicle, the Approved Driver should adhere to the following procedures:

A. At the scene:

1. Do not admit fault, attempt settlement or make a statement about the payment of damages.
2. Call police if injury to others and/or vehicle and/or property damage is involved.
3. Write down the following information and details of the accident and submit to HR Dept:

a. Other Driver's Information

- Name
- Date of Birth
- Driver's License Number/State
- Phone Number
- Address
- Insurance Company - Policy Number, if known
- License Plate Number
- Make/Model/Year of Vehicle
- Damage to Vehicle
- Injury to Driver, if any
- Date, Time, Road and Weather Conditions

b. Witness/Passenger Information

- Names and Phone Numbers of Any Passengers
- Injuries to Any Passengers
- Names and Phone Numbers of Any Witnesses

c. Investigating Officer's Information

If local police respond to accident, request:

- Officer's Name
- Badge Number
- Phone Number
- Report Number

4. Take a photograph of the scene of the accident if possible.

B. Upon return: Notify Human Resources, department head, and Physical Plant about the accident.

*The Office of Human Resources shall keep records of training, and other documentation that constitute the Approved Driver policy. Physical Plant and Campus Safety will keep records of driving tests and Physical Plant will keep records of vehicle maintenance and the list of Approved Drivers provided by Human Resources.

Violations of the Policy

Loss of Driving Privileges:

The following offenses may result in suspension or termination of driving privileges for College-owned vehicles or rented or leased vehicles for College related activities, along with appropriate disciplinary action. Drivers may reapply for designation as an Approved Driver when they have again met the above criteria.

For employees, the decision to suspend, terminate and reinstate driving privileges shall be made by the Director of Human Resources and the appropriate department head (for employees).

1. Operating a college motor vehicle without an appropriate and valid driver's license;
2. Operating a 30-passenger vehicle without a current CDL License and valid defensive driver training;
3. Failure to timely report the suspension, revocation or administrative restriction of a driver's license, changes in insurance status and traffic violations;
4. Failure to obey College and all government traffic regulations;
5. Operating a College-owned, rented or lease vehicle other than as necessary for the College related activity or at places and times not required for such activity;
6. Operating a College-owned, rented, or leased vehicle in a reckless or unsafe manner;
7. Transporting unauthorized passengers or passengers who have not secured seatbelts;
8. Failure to immediately report an accident involving a College-owned, leased or rented vehicle to the department head, Director of Physical Plant and Director of Human Resources;
9. Operating a College vehicle while impaired by or under the influence of alcohol or drugs (any driver suspected of impairment is subject to a breath test to determine their ability to operate a motor vehicle);
10. Receiving a disciplinary sanction (as an employee), which might reflect negatively on the Approved Driver's ability to drive safely, as reasonably determined by the College;
11. Having more than two at fault or preventable accidents or minor traffic violations (or a combination thereof) or having one major traffic violation within the prior three years;
12. Conviction of a felony or an offense involving the sale, purchase or possession of drugs which occurred in connection with the operation of a motor vehicle;
13. Texting, e-mailing, or using a hand-held telephone or communications device while operating a College-owned, rented, or leased vehicle.

Interpreting and Implementing Authority

The Human Resources Office will oversee the policy and all required steps associated to the policy.