

OWENS COMMUNITY COLLEGE
PROCEDURES

College Vehicle Operation Procedures

Board Policy No.: 3358:11-4-20

Purpose

- To ensure that all vehicles while on authorized College business are operated in a safe manner.
- To inform vehicle operators of the driving requirements associated with operating a College owned, leased, rented, or loaned vehicle (“College vehicle”), or a privately-owned vehicle while on authorized College business.

Scope

These procedures apply to all faculty, staff, student workers, and independent contractors who operate a College vehicle and all faculty, staff, student workers and independent contractors who operate a privately-owned vehicle while on authorized College business.

Procedures

A. Request for College Driving Privileges

1. Prior to the use of a College vehicle or a privately-owned vehicle for College business, all potential drivers must provide an unofficial copy of their motor vehicle record (MVR) to the Business Affairs Office at least five days prior to driving.

Unofficial Ohio MVRs may be obtained by completing the information on the Ohio Bureau of Motor Vehicles website.

- <https://services.dps.ohio.gov/BMVOnlineServices/Home/Login?returnUrl=%2FBMVOnlineServices%2FDL%2FAbstract%2F>

Unofficial Michigan MVR may be obtained by completing the information on the MDPS website. The State of Michigan charges a fee for MVRs; the College is not responsible for this fee.

- https://www.michigan.gov/sos/0,4670,7-127-1627_8996-107635--,00.html

B. Vehicle Operation

1. Generally:
 - a. Any employee using a College vehicle or traveling by privately-owned vehicle while conducting College business may be disqualified from doing so based on their MVR. If disqualification from driving on behalf of the College would impede an employee’s ability to fulfill essential functions of their position, such will result in action up to and including termination. Disqualifying factors include:

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- i. Points on the driver's MVR are greater than or equal to 6.
 - ii. Driver's MVR has violations that reflect a serious hazard or disregard for public safety, including but not limited to:
 1. Operating a vehicle while under the influence of alcohol or any controlled substance.
 2. Driving while under the suspension or revocation of any driver's license.
 3. Offenses involving reckless or wanton operation of a motor vehicle.
 - b. All drivers will observe all traffic laws applying to the locality in which the vehicle is being driven. The College is not responsible for traffic violations, fines, etc., that are incurred by the driver of a College vehicle or privately-owned vehicle, these are the responsibility of the driver.
 - c. If reserved parking passes (including van passes) are required, it is the responsibility of the requesting department or organization to order such passes.
 - d. Driving should be limited to ten hours within a twenty-four hour period.
 - e. The driver is required to use his/her seat belt in addition to other occupant restraint systems (air bags) while occupying the vehicle. The driver is responsible for ensuring that all passengers are properly secured before operating the vehicle.
 - f. No alcoholic beverages, illegal drugs, controlled substances, or substances that impair the ability to operate a motor vehicle are to be used or consumed by the driver or passengers at any time.
 - g. The number of passengers in a vehicle should never exceed the official vehicle passenger capacity.
 - h. Towing procedures for trailers, boats, etc., must comply and be in accordance with the vehicle manufacturer's recommendations.
2. College Vehicles
- a. College vehicles designated for instructional or marketing purposes will only be used for official College business or instruction, and when not in use, will be kept on College premises. College vehicles cannot be used for any personal activities such as shopping trips, lunch breaks, running errands, nor taken home overnight without approval by the Vice President, Business Affairs Office/CFO. If a driver is found to be using a vehicle in such a manner, his/her driving privileges may be revoked.
 - b. The driver to whom a College vehicle has been released is fully responsible for security, safety checks, and operation of the vehicle.

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- c. Only those drivers who have submitted a MVR and have been approved as a driver will be permitted to drive College vehicles. Only drivers with a current and valid state authorized driver's license will be permitted to drive these vehicles.
- d. No physical alterations, either temporary or permanent, will be made to any College vehicle without permission from the Director of Facilities and Construction. Motor Pool personnel must perform all approved alterations.
- e. The unauthorized use of a College vehicle by an employee or by an employee who is accompanying a student or student group are subject to disciplinary action by the College and/or prosecution under Section 2913.03 of the Ohio Revised Code.
- f. No tobacco products are permitted in College vehicles.
- g. No decals/placards such as bumper stickers are to be placed on College vehicles.
- h. Hand-held cell phones or other electronic devices should not be used by the driver of any College owned, leased, rented, or loaned vehicle while operating the vehicle.

3. Privately-Owned Vehicles on College Business

- a. Only those drivers with a current and valid state authorized driver's license who have completed a MVR and have been approved as a driver will be permitted to drive a privately-owned vehicle while conducting College business.
- b. Travel by an employee is authorized only if the owner of the vehicle meets or exceeds state minimum insurance requirements. The College's recommended policy limits are \$100,000 for bodily injury or death of one person in any one accident, \$300,000 for bodily injury or death of two or more persons in any one accident, \$100,000 for property damage in any one accident, and \$5,000 medical payments.
- c. The vehicle's owner is responsible for liability and collision insurance and any applicable deductibles.
- d. It is recommended that individuals using privately-owned vehicles for authorized College business not use cell phones or other electronic devices while operating the vehicle. Hands-free devices are permissible.

C. College Vehicles and Service Charges

- 1. Vehicle charges are estimated on an annual basis by the Business Affairs Office.
- 2. All tolls, parking, and other incidental charges are the responsibility of the assigned department or organization.

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3. A department or an organization will be charged for any damage that occurs to a College vehicle while an employee of the department or the organization is using the vehicle, including insurance deductibles.
4. Lost vehicle keys must be reported immediately to the Facility Services Department. Person or department that lost the vehicle key is responsible for the cost of replacing the key and or key fob.

D. Qualifications and Requirements for Driving College Vehicles or Privately-Owned Vehicles for College Business

1. A potential driver must be at least 18 years of age to drive a College vehicle and must be 21 years of age to drive a rental vehicle.
2. A potential driver must possess a current and valid state authorized driver's license.
3. A potential driver must submit a MVR to the Business Affairs Office.
4. A potential driver must be approved by the Business Affairs Office. Written approval is granted upon completion of a MVR. MVRs must be provided annually before January 1 by all College approved drivers.
5. Certain job classifications currently require a commercial driver license (CDL). Classifications may be added as needed by the College. Employees in these classifications are required to possess a CDL. In addition, certain other positions may require obtaining and maintaining an Ohio CDL because of specific job requirements, regardless of the classification or title of the position. The required endorsements for a CDL will be determined by the Ohio Department of Motor Vehicles, dependent upon the type of vehicle to be driven.
6. A potential driver must read and acknowledge by signing all College vehicle policies and procedures.

E. Driver Disqualifications

Drivers of a College vehicle or privately-owned vehicle for College business may lose his/her College driving privileges for the following reasons (not all-inclusive):

1. The driver falsified information on the MVR.
2. The driver used a College vehicle for personal business. This excludes those who have the approval of the Vice President, Business Affairs Office/CFO.
3. The driver loaned to another person or department a College vehicle without prior approval.

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4. The driver does not meet the minimum standards set forth by Owens Community College's insurance company as listed in Section (B)(3)(b).
5. The driver requesting use of a vehicle may be disqualified based on their motor vehicle record (MVR) as outlined in Section(B)(1)(a).
6. Or for any other reason as identified by Owens Community College including but not limited to incurring multiple driving violations in a short period of time and/or exhibiting inappropriate behavior while operating a College vehicle.

F. Violations and License Suspensions

1. An employee who operates a College vehicle or privately-owned vehicle while conducting authorized College business is required to inform the Director/Supervisor of his/her Department and the Human Resources office within one work day of receipt of violations that reflect a serious hazard or disregard for public safety, including but not limited to the following offenses:
 - a. Receiving a citation for operating a vehicle while under the influence of alcohol or any controlled substance.
 - b. Receiving a citation for leaving the scene of an accident.
 - c. Receiving a citation for driving while under suspension or revocation of any driver's license.
 - d. Receiving a citation for reckless operation of a motor vehicle resulting in bodily injury or property damage.
2. An employee who operates any College vehicle or privately-owned vehicle while on College business is required to inform the Director/Supervisor of his/her Department and the Human Resources office within one work day of any property damage incidents or moving violations involving any College vehicle for which the driver was cited or not cited.
3. An employee who operates any College vehicle or privately-owned vehicle on College business and whose driving privileges have been suspended shall report said suspension to his/her Director/Supervisor immediately upon reporting to work following the imposed suspension. An employee whose driving privileges have been unconditionally suspended shall not drive any College vehicle or privately-owned vehicle while on College business.
4. An employee may be disciplined for failure to report any incident, citations or suspensions listed in Section (F) or like violations.

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5. An employee who is required to drive any College vehicle or privately-owned vehicle as part of his/her duties, but whose driver's license has been suspended, is ~~are~~ subject to action up to and including termination, if disqualification from driving on behalf of the College would impede an employee's ability to fulfill essential functions of their position.

G. Mechanical Failure of College Owned, Leased, Rented, or Loaned Vehicles

1. If a mechanical failure occurs during normal hours of operation at or near the College, the driver should notify the Facility Services Department at (567) 661-7577 and arrange for a repair.
2. If a mechanical failure occurs after normal hours of operation or on a weekend, at or near the College, and the repairs cannot wait until the beginning of the next workday, the driver should notify the Department of Public Safety at (567) 661-7575.
3. If a mechanical failure at a distance of 100 miles or more and the vehicle requires emergency repairs, the driver should take the vehicle to a repair facility that accepts a personal credit card or College's purchasing card. The driver should also contact the Facility Services Department during normal business hours or the Department of Public Safety during other than normal business hours.
4. Procedures for handling a rental vehicle's mechanical failure should be located in the vehicle's glove compartment and addressed with the rental agency.
5. Appropriate out-of-pocket expenses incurred by the driver will be reimbursed upon presentation of receipts to the Facility Services Department.

H. Accident Reporting

1. In case of an accident involving a College vehicle, the driver of the vehicle must follow the procedures outlined below. The procedures include but are not limited to the following actions:
 - a. Stop at the scene of the accident and contact the proper authorities. An on-campus accident should be reported to the Department of Public Safety. An off-campus accident must be reported to the local authorities (municipal police, county police, or state highway patrol).
 - b. Report the accident involving a College vehicle as soon as possible to the employee's Supervisor, Facility Services and to the Human Resources office.
 - c. Do not discuss the accident with anyone other than the police and College officials, except to obtain driver, vehicle, insurance carrier, and witness information.

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- d. Do not admit fault under any such circumstances, as the accident must be properly investigated.
2. A driver of a privately-owned vehicle on College business should follow the accident reporting procedures outlined in Section (H), in addition to any procedures required by the driver's insurance company.

I. Defensive Driving Training

The College, at its discretion, may require an employee to take a Defensive Driving Training course. If an employee is required to take a Defensive Driving Training course, they must complete the course within the time specified by the employee's Supervisor and/or the Human Resources Department. Any employee who does not complete the training may not be permitted to drive a College vehicle or privately-owned vehicle for College business. If driving for the College is a condition of employment, and the employee does not complete the required training, he/she may be subject to disciplinary action and possible termination.

1. Mandatory Defensive Driving Training

- a. Any College employee, who intends to drive a College vehicle with a capacity of 12 passengers or greater, must have completed the appropriate training course.

J. Insurance

1. All College vehicles must carry automobile insurance information indicating proof of insurance. This information will be in all College vehicles. Rental vehicles should have the information included as a part of the paperwork provided by the rental agency.
2. All privately-owned vehicles used for College business must carry automobile insurance information that indicates proof of insurance as defined in Section (B)(3)(b). Proof of insurance of privately-owned vehicles will be required to be submitted to the Business Affairs Office with the submission of the MVR.
3. In order to comply with various claim reporting provisions within the insurance policies, an accident involving a College vehicle or damage to a College vehicle must be reported to the employee's Supervisor, Facility Services, and the Business Affairs Office as soon as possible.

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K. Vehicle Requests

1. Vehicles are assigned on a first-come, first-serve basis. Special circumstances may predicate a change and/or cancellation of a previously reserved vehicle.
2. Vehicle requests should be initiated a minimum of 48-hours prior to the date of use by completing a vehicle request form at www.myschoolbuilding.com (instructions for using myschoolbuilding.com are on the Facility Services Web site. The employee requesting the vehicle must provide the following at the time the keys and vehicle record books are picked up:
 - a. A valid state authorized driver's license
 - b. Owens Community College identification
 - c. Department index and account number

Note: The driver of the vehicle must have a MVR form on file.

3. Charges are \$0.25 per mile for cars and vans.
4. Vehicles, keys, and record book are to be picked up and returned to the Facility Services Department located at the Facility Services Building, 351 First Street on the Toledo Campus and the Executive Director's office on the Findlay Campus.
 - a. Vehicles, keys, and record book are to be picked up between the hours of 7:30 a.m. and 3:30p.m., Monday through Friday;
 - b. When requesting a vehicle for the weekend, keys must be picked up by 3:30 p.m., Friday;
 - c. The top portion of the Vehicle Use Record found in the Vehicle Record Book, must be filled out completely by the driver before returning the vehicle.
5. If returning a vehicle after hours, keys and record book (and credit card, if applicable), are to be placed under the driver's seat. The vehicle is to be locked and left in the parking lot of the Facility Services Building on the Toledo Campus or at the Maintenance Department parking lot on the Findlay Campus. Note: Please be considerate of others and remove any trash that may have been generated on your trip.

L. Bus Rental

Current charges are \$1.00 per mile for bus rental. A request for a bus rental must be made seven (7) days in advance using the www.myschoolbuilding.com Web site and must be approved by the Director of Facilities and Construction. Only a Facility Services driver is permitted to drive a College owned bus. The fee for the College driver is \$20.00 per hour during regular business hours and \$30.00 per hour outside of regular hours.

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Effective Date December 16, 2018

The procedures conform to the policy, amended by the Board of Trustees, December 4, 2018.

February 21, 2019 Updated Item (B)(2)(a) for clarification of language and implementation by
the Vice President/CFO.