

VEHICLE USE**APPROVAL TO DRIVE**

Driving approval is required to drive college vehicles, rentals, or personal vehicles on college business. Forms can be picked up at the Facilities Services Office or found on MyLakerLink, [Request to Drive](#). Approval for students and volunteers is valid for the fiscal year (July 1-June 30) in which the application is completed. Approval for staff members is valid until otherwise notified. Applications are due a minimum of five business days before expected driving date.

WHO MAY DRIVE COLLEGE VEHICLES OR PERSONAL VEHICLES ON COLLEGE BUSINESS?

College vehicles are only for college business and are not for public use.

Employees:

- Employees who meet college requirements outlined in this document may drive their personal vehicles on college business. Keep in mind that when operating your personal vehicle, this is a volunteer action and the vehicle owner's personal insurance will be primary in the event of an accident. Employees are never to transport a student in their own personal vehicle without at least one other person in the car without advanced written approval from their supervisor.
- College vehicles shall be available to advisors of student affiliated groups.

Students:

- Unless given specific approval, a student is not authorized to use a personal vehicle to transport other students or equipment or in any other manner drive a personal vehicle on behalf of the college.
- Students are allowed to drive college vehicles and rental vehicles up to nine passengers, if they meet the driver approval criteria.

Volunteers:

- If driving a personal vehicle for a college event, volunteer drivers must complete the "Request to Drive" form, provide current proof of insurance, and a DMV printout. They must also complete a [Volunteer Agreement Form](#).
- If driving a college vehicle for a college event, volunteer drivers must complete the "Request to Drive" form, provide a DMV printout and complete a "Volunteer Agreement" Form.

DRIVER APPROVAL CRITERIA

Drivers are approved to drive either a college vehicle (rented or owned by the College) or a personal vehicle being used for college business.

Driving approvals are subject to the following criteria:

- A driver has had no major violations of traffic laws in the past three years, including:
 - Driving under the influence of alcohol or drugs
 - Driving while license is suspended or revoked
 - Leaving the scene of an accident
 - Reckless driving
 - Speeding in excess of 20 MPH over the posted speed limit
 - Road rage incidents
- A driver has had no more than two minor violations in the previous three years, including:
 - Speeding 20 MPH or less over the posted speed limit
 - Failure to obey a traffic control or signal
 - Improper lane change
 - Failure to signal
 - Failure to yield right of way
- A driver has had no more than one at-fault accident in the previous three years. All accidents are considered at-fault unless proven otherwise. An accident counts as a minor violation.

RESPONSIBILITIES OF OPERATOR

The operator is responsible for:

- Having their driver's license in their possession at all times.
- Abiding by rental regulations, applicable State, and local laws.
- Properly caring for the vehicle which includes, but is not limited to:
 - Using recommended grade of gasoline, checking the oil on long trips, reporting needed service or repairs by noting on the vehicle trip slip.
 - Making sure the vehicle is returned in a clean condition
 - Locking the vehicle when it is not in use and placing personal possessions out of sight in vehicle. Southwestern is not responsible for stolen items.
 - Paying any traffic/parking fines incurred during usage
 - Using and parking the vehicle in a manner that will not reflect unfavorably on Southwestern
 - Picking up and returning vehicle at the appointed times
 - Immediately reporting to Facilities any damage to the vehicle
 - Prohibiting the use or possession of alcoholic beverages or controlled substances in a Southwestern or rental vehicle
 - Not talking or texting on a cell phone while driving and remaining "hands free".

LOSS OF DRIVING PRIVILEGES

Any of the following actions will result in the loss of college vehicle or rental driving privileges:

- Driving to a destination other than that approved on your travel request with the exception of hotels and dining options
- Allowing an unauthorized driver to drive the vehicle (one not listed on the vehicle reservation confirmation and/or has not completed the college's driving requirements)
- Use of Facilities issued credit card(s) for purchases other than fuel
- Violating state and federal traffic laws, damaging other vehicles or property, driving while intoxicated, transporting alcohol or drugs, or any other illegal or irresponsible use of a college vehicle
- Any unsafe, prohibited, or inappropriate use of college vehicles, or failure to follow the rules as indicated, may result in the loss of driving privileges
- Change in DMV record or vehicle alerts that causes driver to not meet "Driver Approval Criteria"

DRIVER SAFETY TECHNOLOGY

The College fleet vehicles are equipped with driver safety technology. Driver safety technology allows the College to monitor performance, location, elevation, and velocity. This technology provides the College with information about the vehicle's location, speed, routes, condition, maintenance needs, mileage, and recalls. Be aware that the device and system is there for your safety and to protect you from prosecution or unwarranted claims. The information gathered by the driver safety technology can be used in a court of law, should this become necessary.

Vehicle alerts for these devices are for instances of hard braking and speeding. **The College's expectation is that all drivers follow the posted speed limits when driving.** If driving behavior causes a vehicle alert, a notification will be sent to the Facilities department. The alerts will be treated as minor or major violations according to the driving approval criteria above. The alerts will stay with the Driver's Application to Drive for three years. The additions of these alerts can affect the approval status of an Application to Drive. Alerts are as follows:

- *Speeding 1-10 miles over the speed limit* – Considered a minor violation for driving approval criteria. Upon a verified policy violation, the driver will be required to take the National Safety Council's Defensive Driving Course Online Abridged (2 hours) to retain the approved driving status.
- *Speeding 11-19 miles over the speed limit* - Considered a minor violation for driving approval criteria. Upon a verified policy violation, the driver will be required to take the National Safety Council's Defensive Driving Course Online (4 hours) to retain the approved driving status.
- *Speeding 20+ miles over the speed limit* - Considered a major violation for driving approval criteria. Upon a verified policy violation, the driver will be required to take the National Safety Council's Defensive Driving Course Online (4 hours) to retain the approved driving status.
- *Hard Braking* - Considered a minor violation for driving approval criteria. Upon a verified policy violation, the driver will be required to take the National Safety Council's Defensive Driving Course Online Abridged (2 hours) to retain the approved driving status.

The costs associated with the National Safety Council's training will be the responsibility of the driver's department. If a driver has already completed the abridged version of the training, and obtains a second policy violation, they will be required to complete the National Safety Council's Defensive Driving Course: Distracted Driving Online (90-minutes).

PERSONAL VEHICLE USAGE

Personal Vehicles are only to be used under the following conditions:

- Travel is limited to local areas within the College District or approval has been granted by the employee's supervisor to use their personal vehicle on the trip identified
- If requesting to drive your personal vehicle on College business, proof of current auto insurance for the vehicle must be on file. Please note, when driving your own personal vehicle on College business, if you are in an accident, you will be liable and your insurance will be responsible.
- Vehicle is to be in good working order with no known mechanical issues
- Cost for repairs or damages to a traveler's private automobile while traveling on college business are considered the personal expense of the owner. Full reimbursement for the use of a personal vehicle is made through the standard mileage allowance.
- No reimbursement will be made for parking or traffic violation fines; such fines are the individual's personal responsibility
- When operating your personal vehicle, this is a volunteer action and the vehicle owner's personal insurance will be primary in the event of an accident
- Employees are never to transport a student in their own personal vehicle without at least one other person in the car. Advanced written approval from their supervisor may be granted in specific situations.

DAMAGE

The department of the staff/student driver driving a college vehicle may be charged the first \$500.00 deductible in certain circumstances.

Southwestern will not assume financial responsibility for damage caused by the negligence of the driver driving a Southwestern or rental vehicle. This includes, but is not limited to, situations where the driver was not acting in good faith, had been using the vehicle for non-Southwestern related reasons, failed to meet licensing requirements, or comply with these regulations. In these cases, the driver may be required to pay all costs resulting from the accident.

Body damage or accidents in or on the vehicle must be reported immediately to Facilities. Any other issues including maintenance issues, that need to be addressed, may be reported on the vehicle mileage slip. Rarely, vehicles may be deemed unsafe to drive and must be pulled off the line for immediate maintenance. Facilities will do everything we can to supply a substitute vehicle on these occasions.

WEATHER

All college vehicles include a set of tire chains. Use of chains and choosing to drive in inclement weather is at the user's discretion. Any financial liability resulting from negligence of the driver will not be assumed by Southwestern. By choosing to drive the vehicle in inclement weather, you are agreeing that you know how to properly attach chains to tires and drive appropriately with chains in inclement weather conditions. If chain sets are missing upon return of the vehicle, the department of the responsible driver will be charged to replace them.

CLEANLINESS

Users are responsible for removing all garbage from vehicles and maintaining its cleanliness. Pets, smoking, smokeless tobacco, vaping, and alcohol are prohibited in all rental or Southwestern vehicles. Vehicles that are returned in an excessively dirty condition will be charged a \$50 fee for cleaning.

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