

## Title: VEHICLE USE BY COLLEGE EMPLOYEES

Reference: 545

- Initial Action: 10-21-1980
  - Board Resolution: 96-078, 20-003
  - Last Revised:
    - Policy: 11-28-2022
    - Procedure: 11-28-2022
    - Last Reviewed: 11-28-2022
  - Effective: January 30, 2020
  - Next Review: 11-28-2025
  - Responsibility: Facilities
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**Policy:** Cecil College maintains a limited number of vehicles for employees' use for College-related activities only. Use of College vehicles for personal use is prohibited. A College driver is a person who operates a College-owned, College-rented, College-leased or personal vehicle on a permanent or intermittent basis for the purpose of conducting College business. All College drivers shall be in compliance with all applicable provisions found in Maryland Motor Vehicle Code Title 21 and Federal Motor Vehicle Regulations Title 49, Code of Federal Regulations with respect to licensing and classification requirements. All College drivers must meet the insurance guidelines set by the College insurance carrier.

**Procedures for Driver Qualification:** Employees who use a College vehicle (owned or leased) or routinely\*\* use a personal vehicle for College business are required to complete a Motor Vehicle Records Authorization form located on My Cecil and sign a copy of the Vehicle Use Policy. These documents need to be submitted to Human Resources. Human Resources will review the employee's motor vehicle record and notify the employee and Facilities if all the qualifications are met. If qualifications are not met, Human Resources will notify the employee. The employee's supervisor will be notified if the employee cannot drive a College vehicle for business purposes.

Employees will need to meet the following requirements and authorize the College to check your motor vehicle record annually to ensure that you:

- Are at least 21 years of age
- Have had a valid U. S. or Canadian license for at least two years
- Have not exceeded 6 points at any time in a rolling 12 month period.
- Have had no convictions in a rolling 12 month period for drunk driving or driving under the influence and reckless driving.
- Have not been cited for more than 3 moving violations in a rolling 12 month period.
- Accept the obligations of driving on behalf of the College.
- Disclose any convictions for moving violations or vehicle accidents during the last 2 years. If you are convicted of drunk driving, driving under the influence or if your license is revoked/suspended at any time following submission of *above documents*, employees are required to inform the Human Resources Department of the conviction or revocation/suspension immediately prior to requesting use of a College vehicle.

\*\*Routine use:

- Drives more than twice a month.

- May transport colleagues for work related purposes. Students should never be transported in a personal vehicle.
- May drive longer distances (30 miles or more).

Periodic use:

- Drives twice a month,
- Generally for short errands (less than 30 miles).

Further, if an employee routinely uses their personal vehicle for College business, they will be asked to:

- Provide proof of insurance
- Confirm they are aware that the insurance industry standard states that the employee's insurance follows their vehicle (i.e., the College is not responsible for claims, payments, damages, etc., made against an employees' private automobile insurance or to their vehicle).
- Acknowledge that the employee's insurance will be primary in the event of an accident and that the employee is responsible for paying their own premiums and deductibles.

### Vehicle Use

When using a College vehicle that is part of the fleet, there are limits on how the vehicle can be used:

- College vehicles will not be used for personal or non-College business.
- Other than Cecil College students, minors will not ride in College vehicles.
- Family members and friends will not be transported in College vehicles or in personal vehicles while on college business.
- Use of a vehicle may be denied in extreme weather conditions or when extreme weather is expected
- Employee MVA records will be treated with confidentiality.
- Vehicles designated to a specific department are considered part of the fleet.
- Mileage is limited to 150 miles one way. Since every occupant must wear a seatbelt, load is determined by the number of seat belts

Rental Vehicles/Mileage Reimbursement: Please see the Cecil College Travel Authorization Policy.

### Accidents and Violations

If an accident or violation occurs while driving on behalf of the College, **it must be reported immediately to the Public Safety Office**, including the use of the employee's personal vehicle. Failure to report will result in a revocation of the authorization to drive on behalf of the College. Further, for College fleet vehicles, any violation, including but not limited to, the following areas will result in the revocation of driving privileges of college-owned vehicles:

- Conviction for an alcohol and/or drug related driving offense
- Refusal to submit to a Blood Alcohol Content (BAC) test
- Conviction for reckless driving
- Suspension, revocation or administrative restriction within the last three years
- Leaving the scene of an accident as defined by state laws
- At fault in a fatal accident

- Felony committed involving a vehicle

**VEHICLE REQUEST:** It is advisable to request a vehicle at least two weeks prior to a trip date to help assure vehicle availability. Vehicles can be requested by completing the electronic vehicle request form located on My Cecil. If a college vehicle is unavailable at the time of your reservation request, please reference the Cecil College Travel Authorization Policy.

### **VEHICLE USER'S RESPONSIBILITIES**

1. Drivers are responsible for the general cleanliness of the vehicle. All trash should be removed from the vehicle and properly disposed of at the end of the trip. Trash bags are provided. Department will be fined \$100.00 if vehicle requires trash removal or substantial cleaning.
2. There is no smoking in College vehicles.
3. Any traffic violation and concomitant ticket is the sole responsibility of the driver of the vehicle. The College does not reimburse traffic ticket fines of any type.
4. Drivers are required to comply with all state and local laws regarding the use of wireless phones while driving. The use of cell phones while driving a college-owned vehicle is prohibited unless you are using a hands-free device. The Maryland law prohibits the use of a cell phone while operating a motor vehicle.
5. Drivers also should remember that while traveling, they are expected to follow posted speed limits, practice defensive driving, and always wear seat belts.
6. All individuals requesting vehicles must comply with College drug testing policy.
7. Return vehicle within Facilities fenced area.
8. Ensure keys are returned to the Facilities Building.
9. Report any vehicle concerns in writing to Facilities on the post trip comments/concerns form.

### **FACILITIES RESPONSIBILITIES**

1. Maintain vehicles in proper condition.
2. Provide monthly cleaning of vehicles.
3. After inspecting vehicle, notify the appropriate Individual or Department if vehicle is not returned in proper condition, and assess fine of \$100.00 if applicable.
4. Fuel College owned vehicles stored in Facilities fenced area.
5. Maintain records on usage and maintenance repairs.
6. Facilities performs a pre-trip inspection and test drive prior to all reservations.

## **ACCIDENT PROCEDURE**

Any employee renting a vehicle through arrangements with the College, or borrowing a College vehicle shall call Police to report all motor vehicle accidents. This can be accomplished by calling 911 wherever you are, regardless of the amount of damage or degree of injury.

All College employees are required to contact Public Safety and fill out a Cecil College Accident Report as completely as possible. Accident Reports will be supplied with College owned vehicles, and can be downloaded from the College Website. The Accident Report will be filed with the Public Safety Office.

The Public Safety Office will immediately report the accident and all accompanying reports to the Controller for further action.

# CECIL COLLEGE VEHICLE ACCIDENT REPORT

TO BE COMPLETED BY CC EMPLOYEE/DRIVER

Employee:	ext.	Employee Number
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<b>911 - Report all accidents to local police, obtain a police report number and name of responding officer.</b>	This block for Safety/Security:
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Accident Location	
Street Address:	Date/Time:
Weather & Road Conditions:	# of Vehicles Involved:

## OTHER DRIVER'S INFORMATION

Driver's License Number		State:
Date of Birth:	Sex	Phone Number: ( )
Driver's Full Name:		
Address:		

## OTHER VEHICLE INFORMATION

Tag #	State	Tag Year
Title Number:	Vehicle Serial Number:	
Veh. Year:	Make/Model	
Owner's Full Name:		Phone # ( )
Owner's Address:		
Owner's License Number:		State
Co-Owner's Full Name		Phone # ( )
Co-Owner's License Number:		State:

## INSURANCE INFORMATION (Obtain full information)

Insurance Company:	
Address:	
Insurance Agent:	
Address:	
Policy Number	Effective Date:

## WITNESS INFORMATION

Name:	Phone Number ( )
Address:	

**NARRATIVE: what happened?:**