

# CONCORDIA COLLEGE

## POLICY FOR USE OF VEHICLES INSURED BY THE COLLEGE

***APPLICATION: All persons operating vehicles owned, leased, or rented for purposes of official College business.***

***Effective Date:***

### ***I. PURPOSE***

The purpose of this policy is to set forth the requirements applicable to all drivers of College owned, leased, or rented vehicles. The College intends to provide a safe and healthy environment for all students, employees, and visitors. This policy is intended to safeguard people, protect equipment, and reduce the frequency and severity of accidents on and off campus involving College vehicles.

Driving a College vehicle is a privilege and Concordia College reserves the right to deny or revoke the driving privileges of any driver in the event that the driver does not meet the requirements of this policy.

### ***II. SCOPE AND APPLICATION***

This policy applies to all Concordia College employees, students or any other persons to whom the College grants the privilege of operating a College owned, leased, or rented vehicle for College business.

### ***III. DEFINITIONS***

**MVR** – Motor Vehicle Record

**Violation** – Any motor vehicle driving violation

**College Vehicle** -- Any vehicle owned, leased, or rented by the College for College business intended to be insured by the College's automobile insurance policy

### ***IV. DRIVER REQUIREMENTS***

The college may grant the right to drive a College vehicle to an employee or student only if the driver meets all of the criteria set forth in this policy. The College may revoke a driver's right to drive a College vehicle in the event that the driver does not meet the criteria outlined in the policy or fails to follow the requirements of this policy.

- All drivers of College vehicles must comply with the following:
  - Have a valid United States driver's license for the class of College vehicle that the individual drives or seeks to drive.
  - Immediately notify their supervisor or manager if their driver's license is suspended, revoked, or has any limitations or restrictions. The

supervisor should notify the Director of Risk Management & Safety in these instances.

- Meet the insurability standards set forth by the College's insurance carrier as defined in this policy
- Observe all applicable federal, state, and local motor vehicle laws, ordinances and regulations.
- Report all incidents in accordance with established College procedures and cooperate in any investigation of the incident and any subsequent proceedings.
- Wear a seat belt at all times and ensure that all passengers wear their seat belts as well.
- Submit a complete MVR consent form to the Director of Risk Management & Safety authorizing the College to check the driver's MVR.
- Maintain an MVR that satisfies the standards for an acceptable MVR as set forth in this policy.

B. All drivers of College vehicles are prohibited from engaging in the following:

- Knowingly operating an unsafe vehicle.
- Consuming or being under the influence of alcohol or any substance that may cause impairment while operating a College vehicle.
- Offering rides to unauthorized passengers.
- Driving College vehicles for unauthorized personal use.

## **V. CELL PHONE USAGE AND SAFETY**

Concordia College does not recommend the use of cellular phones while driving. If user decides to utilize a cell phone while driving, it is recommended that he/she pull completely off the road and come to a complete stop in a parking area or other safe place before accepting or placing a call. It is illegal to be texting or accessing the web from a cell phone while driving a vehicle in the state of Minnesota.

## **VI. ACCIDENTS**

In case of an accident, the driver should do the following:

- Notify the proper police authority
- If there are injuries, notify the Office of Risk Management immediately at 218-299-3682. Voice mail is available after business hours. You should confirm that the message was received on the next business day at 8AM.
- Complete and submit within 24 hours of the "On-Site Accident Form" (which should be maintained in the vehicle's glove compartment)
- Driver is responsible for obtaining a copy of the police/accident report, and attach same to a completed Concordia College "Vehicle Accident Report" available on line at the Car Pool.

## **VII. PROCEDURES**

- A. Before the College grants the privilege to drive a College vehicle, the College must determine that the individual meets the requirements of this policy, including having an acceptable MVR.
- B. In order to determine that the driver has an acceptable MVR, the prospective driver must submit a completed Request for Abstract of Driving Record to the Director of Risk Management & Safety authorizing the College to obtain and review the driver's MVR. The Request for Abstract of Driving Record can be found on page 5 of this policy. It is the department's responsibility to ensure the drivers in their department have submitted Request for Abstract of Driving Record forms.
- C. The College may at any time review a driver's MVR to determine if the driver has an acceptable MVR in accordance with College criteria. The College expects to review a prospective driver's MVR upon receipt of a department's request to add a new driver, and annually thereafter for any employees or students who drive College vehicles.
- D. Once the MVR has been obtained from the appropriate state, it will be evaluated using the criteria outlined below:

### MVR Criteria

#### Key to Types of Violations

<b>Type A</b>	Includes (but is not limited to) DWI/DUI/OWI/OUI, Refusing Substance Test, Careless Driving, Reckless Driving, Manslaughter, Hit & Run, Eluding a Police Officer, any Felony, Drag Racing, License Suspension, and Driving While License Suspended.
<b>Type B</b>	Includes all at fault vehicle accidents, and speeding violations of 26 miles per hour or more over the posted speed limit.
<b>Type C</b>	Includes all moving violations not classified as Type A or Type B (Speeding 25 miles per hour or less, Improper Lane Change, Failure to Yield, Running Red Lights, or Stoplights, etc.)
<b>Type D</b>	Includes all non-moving violations (Illegal Parking, Vehicle Defects, etc.)

**If a driver has been cited for or involved in the following violations, the driver will no longer have an acceptable MVR and will have their Concordia driving privileges declined or terminated:**

One or more Type A Violations in the preceding 36 months, or  
Two or more Type B Violations in the preceding 36 months, or  
Three or more Type C Violations in the preceding 36 months, or  
One Type B Violation and Two Type C Violations in the preceding 36 months.

**If a driver has been cited for or involved in the following violations, the driver will no longer have an acceptable MVR and will have their Concordia driving privileges suspended for a period of 6 months:**

Two Type C Violations in the preceding 36 months, or  
Three or more Type D Violations in the preceding 36 months.

A driver may only be placed on probation twice. Any violations of any type following two probationary periods will lead to the immediate revocation of driving privileges.

- E. In the event a driver's MVR is found to be unacceptable, the Director of Risk Management & Safety will contact the driver's supervisor, as well as Human Resources if driving is a requirement for employment, to notify them of the revocation or suspension of driving privileges.

### ***VIII. REINSTATEMENT OF DRIVING PRIVILEGES***

Reinstatement of driving privileges will be considered on a case by case basis as appropriate.

### ***IX. ENFORCEMENT OF POLICY***

Failure to meet the conditions of this policy, including maintaining an acceptable MVR, may result in revocation of driving privileges, reassignment to a non-driving position, as well as disciplinary action up to and including termination of employment.

### ***X. CONCLUSION***

After reading the above policy:

- A "Request for Abstract of Driving Record" should be completed and submitted to the Business Office, Lorentzsen 240 or to the Car Pool.
- The form should be submitted at least one week prior to driving date.
- Applicants will be notified by email when they have been added to the Approved Drivers List.
- Drivers on the approved list will remain on the list until they request to be removed or are removed by the College.
- Drivers consent to the College a Motor Vehicle Record check annually to verify the Driver's driving record.