



Goshen College Fleet Safety Program for College Vehicles December 2005

College Vehicle Defined: For purposes of this program, "College vehicle" shall include any College owned vehicle, any vehicle rented in the name of Goshen College for College purposes, leased vehicle or courtesy vehicle made available for conducting College business.

General:

It is important that each driver while using a College vehicle

- Keep safety above expedience,
- Comply with all traffic laws and safe driving practices,
- Ensure that the safety of the public, College employees and passengers are paramount, and
- Drive to prevent accidents in spite of incorrect actions of others and adverse conditions.

Fleet usage

- Goshen College encourages the use of college owned vehicles for college functions, and also recognizes that at times the use of a rental or personal vehicle is appropriate and necessary.
- College vehicles are to be used only for approved Goshen College activities

Objectives:

- The primary objective of this program is to provide for the protection and safety of human life.
- A secondary objective is the protection of College assets which are exposed to daily accidental loss and to manage risk in order to control insurance costs and maintain insurability.
- A third objective is to avoid unfavorable publicity that may result from accidents.

Responsibilities: Safety in College vehicles is a responsibility that is shared among drivers of vehicles, passengers, and the Physical Plant Department.

- ***Driver's responsibilities:***

- 1. Drive Alert. It is important that all college drivers have knowledge of safe practices and are alert at all times behind the wheel.***

- Do not attempt to drive if you need to sleep.
- Do not drive when taking medications or any substance that may impair driving ability.
- Do not operate a hand held cellular phone while operating a vehicle.
- Do not attempt to consume a meal while operating the vehicle. Small snacks and beverages are permissible.
- Constantly monitor changing conditions in the highway, traffic, and weather.

- 2. Drive Defensively.*** There are three basic techniques that are vital for the defensive driver:

- Recognition of the hazard – A hazard may be caused by another vehicle, may be mechanical in nature, or caused by existing road conditions.

- Understanding the defense – The most basic driving defenses are proper speed, following distance, and driver alertness.
- Acting in Time – If the hazard is recognized and the proper defensive course of action known, then steps can be taken to prevent emergency situations from arising.

3. **Drive Responsibly.** The driver is the first line of defense against vehicular accidents.

Drivers should:

- **Ensure that driver and all passengers use seat belts.**
- Obey all laws and safety rules. **Fines for moving violations and parking infractions are the responsibility of the driver.**
- Report any mechanical difficulty encountered during operation to Physical Plant Department in accordance with instructions on the mileage reporting slip.
- Assume a safety conscious attitude for all occupants of the vehicle.
- Observe common courtesy toward all other drivers and pedestrians.
- Remember that the operator's driving actions reflect on the College.
- Make sure that the fuel tank is at least half full upon return.
- Check to see that all personal belongings and trash are removed from the vehicle.

4. **Additional Driver Responsibility – Vans**

- Allow no roof loading.
- **Ensure that driver and all passengers use seatbelts.**

• Physical Plant Responsibilities

See that a record of periodic maintenance is available for each vehicle and that appropriate routine safety and maintenance checks and procedures have been performed.

Report changes in fleet composition (additions and deletions) to the College's insurance agent, to the Business Office, and to the VP for Finance

Disseminate rules, regulations and policies concerning proper use of College vehicles.

Manage the driver approval process to ensure that all drivers meet the standards established for operation of College vehicles.

Components of driver qualification:

- Must complete Driver Qualification form prior to driving and/or upon request of the Physical Plant Office
- Must possess a driver's license valid in the U.S.
- Must have at least two years of regular (daily) driving experience
- Must be at least 21 years old to drive a car or mini-van, and at least 25 years old to drive 15-passenger vans.
- Must sign form allowing driver record check.
- Must not have **any** Capital Violations **in the last five years**
 - ✓ Driving while intoxicated or impaired or under the influence of drugs
 - ✓ Criminal conviction with a motor vehicle (e.g. felony, hit and run, negligent homicide)
 - ✓ Speed in excess of 25 MPH over the speed limit
- Must not have **any** Major Violations **in the last 3 years**
 - ✓ Any combination of three or more moving violations, "At Fault Accidents" or "Preventable Accidents"

- ✓ Driving with a suspension, revocation or administrative restriction
- ✓ Leaving the scene of an accident as defined by state laws
- ✓ Reckless driving
- Must not have any combination of two or more moving violations, “At Fault Accidents” or “Preventable Accidents” **in the last 12 months**

Maintain list of qualified drivers and request updated Driver Qualification Form three months following the expiration date of the driver’s license.

Ascertain that all accidents have been reported promptly to law enforcement officials and to insurance carriers.

Investigate accidents to the extent necessary, and provide a report to the VP for Finance.