

College Operating Procedures (COP)



Procedure Title: College Vehicle Use, Personal Vehicle Use for College Business, and Driver's License Verification
Procedure Number: 09-0104
Originating Department: Office of Risk and Contract Management

Specific Authority:

Board Policy
Florida Statute 1001.65
Florida Administrative Code

Procedure Actions: Adopted: 06/26/2024

Purpose Statement: Florida SouthWestern State College ("College") is committed to promoting safety and compliance with applicable rules, motor vehicle laws, and College procedures as it meets the business transportation needs of the employees through the use of *college fleet vehicles* and *personal vehicles* driven in the course of College business. The College seeks to reduce the risk of bodily injury and property damage by ensuring employees using *College vehicles*, vehicles rented for business purposes, and *personal vehicles* in the course of College business are properly licensed in accordance with Florida Statute 322.031.

Guidelines:

With prior departmental approval, the College will permit its employees to operate *College vehicles* or rented vehicles when the vehicles are operated in accordance with this College Operating Procedure. With prior departmental approval, the College will permit employees to drive their *personal vehicles* on official College business when the *personal vehicle* is operated in accordance with this College Operating Procedure. *College Operating Procedure (COP) 05-0106: Employee Acceptance of State Laws, College Policies and Procedures states employees that violate the policies of the College may be subject to disciplinary action including termination.*

Definitions:

"College fleet vehicles," "fleet vehicles," or "College vehicles": Certain vehicles which are the subject of this College Operating Procedure are passenger motor vehicles including golf carts which are either owned or leased by the College for a term exceeding one month.

"Personal vehicles": Certain vehicles which are the subject of this College Operating Procedure are passenger motor vehicles which are not owned or leased by the College but are either owned or used by an employee of the College.

"Authorized personnel" or "authorized drivers": employees whose job function requires the use of *College vehicles* or employees who have been approved by their department head to use a *College vehicle*, rented vehicle or *personal vehicle* for a specific business purpose and who have an approved *"Florida SouthWestern State College Driver Agreement"* form on file.

"Florida SouthWestern State College Driver Agreement (RM-007)": An agreement located on the Risk Management webpage and in the Risk Management Document Manager which must be signed by all employees who drive a *College vehicle*, rented vehicle or *personal vehicle* for any College business prior to that employee becoming authorized to drive for College purposes.

"Vehicle Accident Information Form (RM-006)": A form located on the Risk Management webpage and in the Risk Management Document Manager which must be completed by any employee who is involved in a vehicle accident while on College business. Blank copies of this form should be included in the *Insurance and Registration Kit* of each department's *College vehicle*. The form must be signed by the employee and his/her supervisor and sent to Risk Management the day of the vehicle accident or as soon as possible.

"Accident-Incident Form": a form developed by the Florida College System Risk Management Consortium ("Consortium") to assist the College in documenting all accidents or incidents on campus or involving employees in the course of their work at the College.

"Insurance and Registration Kit": a zippered case located in the glove compartment of all *College vehicles* which shall contain all pertinent vehicle information including the vehicle registration, current auto insurance ID cards, *Vehicle Accident Information Form*, and the *"If You Are In An Accident"* placard.

"If You Are In An Accident' placard' ": a set of instructions located in the *Insurance and Registration Kit* of each *College Fleet Vehicle* which assists an employee in the event of a vehicle accident in a *College Fleet Vehicle*.

Procedures:

- I. Driver's licenses and age requirements for employees
 - A. A candidate given a conditional job offer must, by the first date of employment, submit to Human Resources a valid driver's license. In accordance with Florida Statute 322.031, candidates who do not have a *valid Florida driver's license* by their first date of employment, must obtain a valid Florida driver's license within 30 days of Florida residency and provide proof of the Florida license to Human Resources for validation and placement in the employee's personnel file. Absent extenuating circumstances as approved by Human Resources and Risk Management, such as the candidate has never possessed or is unable to possess a valid driver's license, all candidates and employees must provide proof of a valid Florida driver's license.
 - B. Employees using *College vehicles*, rented vehicle or *personal vehicles* for the purpose of conducting College business must be 18 years of age or older, possess a valid Florida driver's license, and adhere to all Florida motor vehicle laws. An

employee less than 18 years of age is not authorized to drive a *College vehicle*, rented vehicle or *personal vehicle* for the purpose of conducting College business.

- II. Monitoring of employee Motor Vehicle Records and employee reporting of motor vehicle violations and accidents
 - A. New employees shall have an initial motor vehicle records (MVR) validation screening prior to employment, and all employees shall, by signing the *Florida SouthWestern State College Driver Agreement (RM-007)*, consent to an annual MVR validation screening until the employee separates from employment.
 - B. If an annual MVR screening reveals an invalid license, or if information reveals an employee's license is invalid prior to an annual MVR screening date, the employee's ability to drive *College vehicles*, rented vehicles or *personal vehicles* for College business shall be revoked.

- III. Departmental responsibilities
 - A. **Risk Management** is responsible for:
 - 1. conducting current employees' MVR annual validation screenings to ensure employees' licenses are valid and issued by the state of Florida.
 - 2. ensuring there is a *Florida SouthWestern State College Driver Agreement (RM-007)* form on file for each employee.
 - 3. notifying Human Resources when an employee's driver's license has been suspended, revoked or otherwise invalidated.
 - B. **Human Resources** is responsible for:
 - 1. ensuring all new hires complete, sign and return to Risk Management the *Florida SouthWestern State College Driver Agreement (RM-007)* form. Human Resources is responsible for providing new employees' drivers' licenses to Campus Police for the initial MVR validation concurrent with fingerprinting.
 - 2. providing front and back copies of new employees' drivers' licenses to Risk Management for annual validation screenings.
 - 3. notifying Risk Management when an employee is separated from the College so Risk Management's annual validation screening ceases for separated employees.
 - 4. notifying new hires and employees in writing, when applicable, if, because of invalid license or refusal to sign the *Florida SouthWestern State College Driver Agreement (RM-007)*, the new hire or employee's driving privilege is revoked.
 - 5. notifying the department head of any employee who may not drive a *College vehicle*, rented vehicle or *personal vehicle* in the course of conducting College business.
 - C. **Campus Police** is responsible for:
 - 1. running the initial MVR screening of new hires concurrently with the new hire fingerprinting process.
 - 2. notifying Human Resources and Risk Management of invalid, suspended, revoked or unlicensed new hires.
 - D. **Department heads** are responsible for:
 - 1. ensuring a copy of both sides of the driver's license of every current employee in the department is submitted to Risk Management.

2. notifying Risk Management of any changes in its employees' drivers' license validity or major driving violations received of which it is aware.
3. establishing their own process for reserving and checkout of department *College vehicles*.
4. regularly maintaining its *College vehicles* at the manufacturer's recommended intervals. The department shall retain complete maintenance records containing, but not limited to, the maintenance schedules for the required services and service provider, date, mileage, cost, and description of services performed.
5. following up on College vehicle safety issue(s), and the department head shall not allow the vehicle to be driven until deficiencies are evaluated and addressed by a qualified fleet mechanic.
6. parking the *College vehicles* in the closest parking lot to the designated department's building and kept locked and free of personal items when not in use.
7. routine internal and external cleanliness of the vehicle.
8. coordinating the acquisition of all *College vehicles* with Risk Management immediately upon delivery so that the *College vehicle* can be added to the College's fleet insurance coverage in a timely manner according to insurance policy conditions.
9. understanding when a *College vehicle* is stolen or damaged where no responsible party is identified, or the damage is due to weather elements (e.g., wind or water), the department to which the vehicle is assigned shall be responsible for applicable deductibles. Vehicle theft, loss or theft of vehicle transponder, and/or vehicle-related damages shall be reported immediately to Risk Management.
10. authorizing personnel to drive or be a passenger in *College vehicles*, rented vehicles or *personal vehicles* for the purpose of conducting College business.
11. ensuring employees within their departments are following all *Driver Responsibilities and Training* items listed below.
12. ensuring drivers of 12-passenger or more vans, whether owned by or rented to the College, have completed the specialty training for 12-passenger or more van drivers developed by the Risk Management department outlined below.
13. placing an *Insurance and Registration Kit* from the College's Risk Management Office in the College vehicle's glove compartment prior to driving a College vehicle and is replenished as needed with forms (*Vehicle Accident Information Form RM-006* and "*If You Are In An Accident*" placard), current College vehicle registration, and current auto insurance ID cards.

IV. Driver Responsibilities and Training

- A. Only *authorized personnel* are permitted in *College vehicles* at any time. Passengers may only be students or employees, and the carrying of passengers requires an official College business purpose.
- B. Drivers must possess a valid Florida Driver's License of the class required for the *vehicle(s)* that they are authorized to operate. Operating a *College vehicle*, rented vehicle or *personal vehicle* in the course of College business with a suspended or revoked license is grounds for termination (05-0106). Employees who drive a *College vehicle*, rented vehicle or *personal vehicle* for official business must notify their supervisor as soon as possible and no later than their next scheduled work day should their license be suspended, revoked, canceled, or any other

College Operating Procedure Manual
College Vehicle Use and Driver's License Verification

restriction placed on the employee's driver's license. Each circumstance will be evaluated on a case-by-case basis for appropriate action.

- C. The authorized driver shall not permit any unauthorized person to drive the *College vehicle*.
- D. Drivers must report any parking infraction or moving violation issued while operating a *College vehicle* to their supervisor and to Risk Management no later than the end of the employee's work day on the day of the incident or as soon as possible thereafter. The employee must submit proof of payment of the fine within 30 days of the violation date. Fines for traffic violations will not be paid by the College. The College will not defend any driver who has operated a *College vehicle* in violation of traffic laws or College Operating Procedures. Driving privileges may be revoked if determined to be in the best interest of the College by the responsible Vice President and Risk Management. Each circumstance will be evaluated on a case-by-case basis.
- E. Employees must complete and submit a signed *Florida SouthWestern State College Driver Agreement (RM-007)* form allowing the College to determine driver's license validity. Failure or refusal to sign and submit the *Florida SouthWestern State College Driver Agreement (RM-007)* will result in revocation of an employee's privileges to drive *College vehicles*, rented vehicles and *personal vehicles* in the course of conducting business.
- F. All College employees who drive golf carts must complete the College's Golf Cart Training Canvas Course under Compliance Training, which is available through a request to Risk Management, prior to driving a golf cart and every 12 months thereafter.
- G. Employees are responsible for understanding how to operate the basic functions of a *College vehicle* and check proper functioning items such as lights, wipers, mirrors, seat adjustments, cruise control, etc. Deficiencies discovered during use of a *College vehicle* shall be reported by the employee to the department head. If the deficiency is related to safety such as, but not limited to, non-working brake lights, headlights, wipers, turn signals, etc., the *College vehicle* shall not be driven until the deficiency(ies) is(are) corrected by a local fleet mechanic. Deficiencies discovered while driving the *College vehicle* shall be reported as soon as possible to the supervisor.
- H. *Authorized drivers* are responsible for removing their own personal items and trash from *College vehicles* after use.
- I. The *authorized driver* shall perform a pre-trip safety inspection.
- J. Drivers of *College vehicles*, rented vehicles and *personal vehicles* in the course of College business shall obey all state and local traffic laws.

- K. The *authorized driver* is responsible for confirming the *Insurance and Registration Kit* from the College's Risk Management Office is in the College vehicle's glove compartment prior to driving a College vehicle and is replenished as needed with forms (*Vehicle Accident Information Form RM-006* and "*If You Are In An Accident*" placard), current College vehicle registration, and current auto insurance ID cards.
- L. Employees shall never drive under the influence of drugs or alcohol, or drive if using a medication (whether prescription medication or not) that has a warning of any impairment including, without limitation, a warning for drowsiness or a warning not to use when operating heavy machinery.
- M. Smoking, including vaping and e-cigarettes, is not permitted in a *College vehicle*.
- N. The total number of vehicle occupants shall not exceed the number of seatbelts in the vehicle.
- O. Transporting cargo unrelated to College business is prohibited.
- P. With the exception of certain College police cruisers, *College vehicles* may not be used to commute between home and work.
- Q. Drivers shall plan trips in such a way as to minimize distance and driving time.
- R. Duties in the event of an accident in a *College vehicle*:
 1. Refer to the "If You Are In An Accident" placard in the vehicle's *Insurance and Registration Kit* for assistance on the scene of an accident.
 2. Call the appropriate law enforcement agency and report the accident from the scene.
 3. Do not admit fault
 4. Take photos if it is safe to do so
 5. Promptly notify the employee's supervisor and Risk Management
 6. Complete and return a "Vehicle Accident Information Form" and an "Accident-Incident Form" to Risk Management.
 7. If injured, report the injury to the College's workers' compensation manager.
- S. Rental Vehicles for Official Business - Rental vehicles used for official business travel shall be rented through car rental agencies with which Procurement has contracted. Individuals are responsible for applying all rules included within this College Operating Procedures to their operation of a vehicle rented for official College business.
- T. **12-Person or More Passenger Vans** require additional safety considerations and training due to the vans having a higher center of gravity, and flat sides which contribute to crosswind instability, and proper weight distribution. For these reasons,

College Operating Procedure Manual
College Vehicle Use and Driver's License Verification

12-person or more passenger vans shall never be driven by individuals who have not completed and passed with certification Risk Management's Passenger Van Safety Course and have been approved to drive such passenger vans, whether owned by or rented to the College.