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9.3 Vehicle Use Policy

Saint Mary's College of California

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9.3 Vehicle Use Policy

9.3.1 Policy

Saint Mary's Policy on the use of College vehicles, including electric cart use is under the control and administration of Facilities Services. A DMV Class B license is required for driving the 15-passenger vans. Eight (8) passenger vans and electric carts require a DMV Class C auto license. Van drivers must be 18 years of age or older, possess a current, valid United States driver's license issued by the Department of Motor Vehicles (DMV), and have an acceptable driving record, as determined by the College's insurance carrier. An Saint Mary's College faculty or staff member must accompany the bus or van. College-owned, -leased or -rented

vehicles cannot be driven out of the country at any time. More detail about this policy can be found on the [Facilities Services website](#).

The use of College-owned, -rental or -leased vehicles is limited to authorized employees, volunteers or students. These vehicles are provided for use in College-related activities and are not for personal use. Using these vehicles is a privilege, not an entitlement.

9.3.2 Vehicle Safety and Accident Reporting

Employees, volunteers or students driving for College-related activities must have a current, valid United States driver's license issued by the DMV and an acceptable driving record. *Any change in license status or driving record must be reported within one working day to the Administrative Services Coordinator in the Finance Department.* From time to time, the College or its insurance carrier will request reports from the Department of Motor Vehicles regarding the license status and driving record of employees who drive College vehicles. In the event that the license status or driving record of any employee whose responsibilities include driving becomes unacceptable to the College or the College's insurance carrier, that employee may be restricted from driving, reassigned, suspended or terminated, at the discretion of the Vice President for Finance, in consultation with the employee's department and the Assistant Vice President of Human Resources or designee.

In the event of an accident while driving a College-owned, -leased or -rented vehicle or an accident while driving a personal vehicle on College business or College-related activity must be reported within one work day to Administrative Services in the Finance Department. NOTE: In the State of California, it is the vehicle driver's responsibility, if an accident involves death or personal injury or more than \$750.00 damage to a car or property, to report the accident within five (5) days to the Department of Motor Vehicles. You can download an Accident Form from their website www.dmv.ca.gov.

9.3.3 Drivers Safety Training

All drivers of College owned, rented or leased vehicle or their own vehicle on Saint Mary's College business should complete at least one drivers' safety program. A driver's safety program is provided by the College's Department of Environmental Health & Safety.