

BUSINESS
COLLEGE MOTOR VEHICLE POLICY
CHAPTER # 2
POLICY # 14.01

Board of Trustees Approval: 08/14/2013
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I. POLICY

Motor vehicles at Salt Lake Community College shall be purchased, operated, maintained and sold in accordance with approved College procedures and laws of the state of Utah.

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I. REFERENCES

- A. Utah State System of Higher Education Policies and Procedures (R550-559)
- B. Department of Administrative Services, Division of Fleet Operations and Administration of State Motor Vehicles (Utah Code Title 63A, Chapter 9)
- C. Utah Code Title 41 Chapter 6a Section 1715: Careless Driving Defined and Prohibited
- D. Utah Code Title 41 Chapter 6a Section 1716: Prohibition on using a handheld wireless communication device while operating a moving vehicle
- E. Utah Administrative Code, R27. Administrative Services, Fleet Operations
- F. SLCC Policy Chapter 1., Section 6.01 Fixed Asset Policy
- G. SLCC Policy Chapter 2., Section 10.04 Restricted Purchases and Special Procurement
- H. Utah Department of Administrative Services Full-Size Passenger Van Protocol
- I. National Safety Council
- J. Federal Motor Carrier Safety Administration
- K. National Highway Traffic Safety Administration

II. DEFINITIONS

- A. Accident Review Committee: A committee defined in Utah Administrative Rule tasked to review all employee accidents and that also responds to requests for informal hearings as provided for in this procedure.
- B. Low Speed Vehicle: Any vehicle that is not licensed by the Utah Department of Motor Vehicles and that operates on a private or public road, including, but not limited to golf carts, electric vehicles, ATVs, tractors and similar vehicles.

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- C. Motor Vehicle: Includes all passenger and service vehicles that consume fuel, including:
 - 1. Vehicles registered and licensed with the Utah Department of Motor Vehicles, and
 - 2. Certain other vehicles and/or equipment designated by the Vice President of Business Services.
 - 3. For purposes of this policy, motor vehicles excludes low speed vehicles and/or equipment capable of carrying one or more passengers, including aircraft.
- D. Official College Business: Includes any authorized use to meet the needs of approved programs, functions, or activities of the College and its officers, departments, organizations, and operating units.
- E. High Occupancy Vehicle: Any vehicle holding seven (7) or more occupants, including the driver.
- F. Cargo Vehicle: Any van or other vehicle designed to carry cargo that has a manufacturer's recommended maximum payload weight.
- G. Vehicle: Vehicles of every type identified in this policy, including low speed vehicles, motor vehicles, high occupancy vehicles, cargo vehicles, and any other vehicle used on College business.

III. PROCEDURES

- A. Ownership, Acquisition and Disposal of Vehicles
 - 1. All low speed and motor vehicles ("vehicles") owned or leased by the College shall be held under the administrative management and control of the College's Fleet & Logistics Coordinator.
 - 2. Vehicle acquisition (through the Purchasing Department), maintenance, and licensing of all vehicles shall be performed by or at the direction of the Fleet & Logistics Coordinator.
 - 3. The Fleet & Logistics Coordinator will recommend to the Vice President of Business Services the type of motor vehicle to be purchased and made available for departmental use. Departmental needs will be considered as

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well as the vehicle's record for reliability, maintenance costs, and fuel efficiency.

4. The Fleet & Logistics Coordinator will recommend to the Vice President of Business Services when surplus or disposal of all College vehicles should occur. After review, removal of the vehicles from the College Inventory System will be authorized by the Vice President of Business Services. When vehicles are no longer needed, no longer serviceable, or scheduled for replacement, surplus or disposal will be handled in accordance with College policy and procedure.

B. Vehicle Identification

1. College motor vehicle color is determined by the Fleet & Logistics Coordinator, taking into consideration department preferences and College standards. College operated vehicles display the College or State seal on both driver and passenger sides of the vehicle, as well as a vehicle number on the front left and right rear bumpers. College owned or operated motor vehicles must display exempt (i.e., EX) license plates, unless authorized to display other Utah license plates by the Vice President of Business Services in accordance with and to the extent permitted by applicable state laws.

C. Official Motor Vehicle Use

1. All drivers of College vehicles and all persons who drive on College business must take and pass the *Driver Video and Test* every two years (available on the State Risk website: <http://risk.utah.gov>)
2. College motor vehicles will be used only for official College business, and may not be driven outside the State of Utah without prior written permission from the SLCC Office of Risk Management. A copy of the authorization form will be given to the Fleet & Logistics Coordinator or designee.
3. Departments may utilize motor pool vehicles under a fee structure to be reviewed on a yearly basis.
4. Operation of College motor vehicles is limited to persons twenty-one (21) years of age or older (except individuals eighteen (18) years of age or older driving only in the local metropolitan area), who are authorized, and who: (a) are employees of the College, authorized students, or official

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volunteers of the College, and (b) possess a valid Utah driver's license, and (c) the operator must be on the "Motor Pool Authorized List" held and maintained by the Office of Risk Management.

5. Operation of College motor vehicles with passengers is limited to authorized drivers who have not received a moving violation citation, either personal or business related, within the past ninety (90) days.
6. Drivers are not permitted to drive more than 8 hours in a 24 hour period, and drivers shall not drive between the hours of 11:00 p.m. and 5:00 a.m., except where a trip is solely to return to home base and the return time will be no later than midnight. Exceptions to driving between 11 p.m. and 5 a.m. may be granted on a very limited, narrow basis and must be pre-approved by both SLCC Risk Management and the traveler's executive cabinet member. Two HOV drivers will be required - one as driver and one in the front passenger seat.
7. Drivers must use good judgment concerning weather and driving conditions by reviewing weather conditions in advance of any trip and make prudent travel adjustments when necessary. Travel plans should allow for emergency stop-overs and associated expenses due to bad weather. Drivers must slow down if adverse weather conditions exist. Travel should not proceed in extreme weather conditions.
8. Drivers are responsible for the safe operation and condition of the vehicle they are driving and should be familiar with the vehicle safety equipment. Vehicle problems or concerns should be promptly reported to the Fleet & Logistics Coordinator.
9. Towing or loading (including passengers) should not exceed the manufacturer's capacity limits. Adding storage or luggage racks above any vehicle that substantially changes the safe operation of the vehicle is not allowed.
10. Use of High Occupancy Vehicles and Cargo Vehicles
 - a. SLCC drivers of high occupancy or cargo vehicles must comply will all requirements below:
 - (1) Must be at least 21 years old;

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- (2) Must not exceed State limits on drivers' license points applicable to drivers on College business;
 - (3) Must have either satisfactorily completed a National Safety Council (NSC) van driver certification course as approved by the SLCC Office of Risk Management or have a current commercial driver's license (CDL) with a passenger endorsement. The full NSC Van driver certification course must be completed every four (4) years;
 - (4) Must complete the hands on portion of the NSC Van Driver Certification Course every two (2) years;
 - (5) Must, if a driver with a CDL, submit a current medical card annually and participate in the SLCC Random Drug/Alcohol Testing Program through the Office of Risk Management.; and
 - (6) Must take sufficient time before the trip begins to become familiar with the location of lights and windshield wiper controls and other switches on the instrument panel and complete the "Pre- and Post-Operational Checklist. Keep the checklist in the vehicle while driving and turn it in to Fleet Services when vehicle keys are returned. Tire pressure must be checked and corrected on a daily basis.
- b. Drivers of high occupancy and cargo vehicles are responsible to ensure that:
- (1) The vehicle is not overloaded with equipment, the spare tire is properly secured, and the vehicle manufacturer's payload/trailer specifications are met.
 - (2) More than one qualified driver must be designated for trips longer than six hours and drivers must rotate at least every two hours. On trips greater than one hour but fewer than six hours (to include trips between Salt Lake and Las Vegas), the qualified driver must take at least one 15-minute rest break every two hours. Any reliable online service may be used to calculate trip duration, as long as the calculation contains accurate starting and ending

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locations. If trip duration calculations are not submitted with the request, Risk Management will use Googlemaps to calculate drive time.

(3) The guidelines that the SLCC Office of Risk Management has set for driving high occupancy or cargo vehicles are followed.

c. Drivers of Low Speed Vehicles must have successfully completed a training course approved by the Office of Environmental Health and Safety before operating a Low Speed Vehicle. This training must be renewed every three years.

11. Sanctions.

a. The privilege to use College vehicles, by individuals or units/organizations or both, will be withdrawn for up to one year for violations of this procedure.

b. Authorized drivers with a moving violation, whether personal or business related, in the preceding ninety (90) days may not transport passengers. Repeat offenders will be restricted for longer periods of time.

c. The privilege of driving College motor vehicles may be suspended or permanently revoked by the SLCC College Accident Committee and/or the Director of Risk Management for repeated traffic citations, for the use of College vehicles in the commission of unlawful acts, or for misuse of College or other vehicles on official college business.

If driving is as essential job function for an employee whose College motor vehicle privileges have been suspended or permanently revoked, the supervisor may proceed with a discipline action against the employee (consult with Human Resources Employee Relations Manager, 4212). In the event of a job action, the employee is referred to SLCC policy Chapter 2, Section 3.06, Employee Grievance Procedure.

12. Any person who operates a College vehicle or combination of vehicles having a combined gross laden weight in excess of 26,000 pounds must

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maintain a valid commercial driver's license (CDL) with all applicable endorsements and a current medical card.

13. Individuals driving College vehicles must enroll in and pass the College approved Driver's Certification Course. Certificates must be renewed every two years.
14. When parked, persons driving maintenance, cargo, delivery and service vehicles must place a fluorescent orange cone at the bumper of the vehicle adjacent to the path of moving traffic.

15. All drivers and passengers shall fasten approved safety restraints while riding in College-owned vehicles or other vehicles on College business. Persons failing to fasten restraints may be asked to leave vehicles and are subject to disciplinary action. 16. Passengers in College Vehicles: Only employees of the College, registered students, official guests on College business, and official volunteers of the College may ride as passengers in College vehicles. Rental vehicles or private vehicles with mileage reimbursement should be used if family members or others accompany the College employee, student, or guest. Animals, except for service animals, are not allowed in College vehicles.

D. Extraordinary Wear and Tear

1. If it is determined by the Fleet & Logistics Coordinator that a department's use of College owned vehicles has resulted in unusual or extraordinary wear and tear, in addition to the normal use rates, additional charges will be charged to the department to offset the resulting additional costs.

E. Insurance

1. All vehicles will be covered by liability, collision, and comprehensive insurance consistent with the requirements of applicable state law and the SLCC Office of Risk Management.
2. The cost of insurance coverage, as determined by the State Office of Risk Management, will be included in the fleet vehicle user fee.
3. Rental vehicles must adhere to the insurance requirement guidelines provided by the SLCC Office of Risk Management and may require that additional insurance be purchased by the renter.

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F. Vehicle User Fees

User fees must reflect actual costs of each vehicle, including:

1. Vehicle insurance costs
2. Vehicle maintenance costs
3. Vehicle fuel costs
4. Vehicle replacement costs
5. State of Utah required fees for state-owned vehicles
6. HOV, toll, or other miscellaneous fees charged during vehicle use
7. Other costs as identified by the Vice President of Business Services.

G. Traffic Violations

1. Drivers of College vehicles shall be personally responsible for fines, forfeitures of bail, or other penalties based upon parking and traffic violations and citations or other infractions or violations of law involving the use of College motor vehicles.
2. After an at fault moving violation or accident, a College employee must complete the College Driver Safety Program again before being authorized to drive on College business in either a College motor vehicle or the individual's own private vehicle.

H. Reporting of Motor Vehicle Accidents

1. All motor vehicle accidents in College vehicles or personal vehicles being used on College business must be reported immediately to the appropriate law enforcement agencies (police or highway patrol). All vehicle accidents or other circumstances resulting in damage to vehicles or property must be reported immediately (day, night, or weekends included) to both the Fleet & Logistics Coordinator and to the College Office of Risk Management.
2. The driver of the vehicle involved in the accident, or the driver's insurance company, may be responsible for the cost of repairs for accidents caused by negligent or willful acts, or the driver's failure to have an officer investigate the accident. If for some reason a negligent employee does not pay for repairs to the College vehicle, the employee's department will be responsible for the cost of repairs. If the College is unable to collect from

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the insurance company, or the other driver does not have insurance or resources, the employee's department will pay for the cost of repairs.

I. Reporting of Mechanical or Safety Defect

1. Each College owned vehicle shall have an information packet identifying the procedure to be used in reporting mechanical or safety defects. Employees must report any such defects immediately (day, night, and weekends included). Do not abandon a disabled vehicle.

Upon receipt of such report, the Fleet & Logistics Coordinator shall inspect the vehicle and immediately take appropriate action to bring the vehicle into compliance with current safety standards and/or the standards for efficient mechanical operations.

2. The Fleet & Logistics Coordinator is authorized to take any vehicle out of service until mechanical and safety defects are corrected.

J. Smoking

1. All College owned and/or operated vehicles are designated as non-smoking. Any violator or violator's department shall be assessed fees for any damage repair, cleaning, and/or odor removal required as a result of smoking in vehicles.

K. Maintenance of College Vehicles

1. All College vehicles, regardless of the department to which they are assigned, will be maintained and serviced on a regular basis, and repairs made through the Fleet & Logistics Coordinator. Repairs to vehicles will be determined by Fleet Services and costs billed to assigned departments.

L. Replacement of College Vehicles

1. The College vehicles are intended to be replaced every eight years and/or 95,000 miles.

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M. Vehicle Safety Requirements

1. Except for OSHA required hearing protection, the College prohibits the use of earphones, ear buds, or other devices that inhibit the driver's ability to hear warning signals and hazards while operating vehicles.
2. Cellular Phones: Except in defined emergency situations, Utah Code, Title 41, Chapter 6a, Section 1716 prohibits the MANUAL use of handheld wireless communication devices (including cell phones, other texting devices, laptop computers, and other similar devices) while operating a MOVING motor vehicle. While driving a College or personal vehicle on College business, pull off the road into a safe area before placing or receiving cellular phone calls, or reading and/or sending electronic messages. If an emergency phone call must be made or received while driving, a hands-free headset or speaker phone must be used whenever possible.