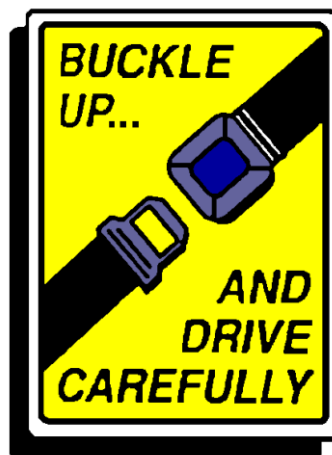


# NORTHEAST COMMUNITY COLLEGE



## VEHICLE SAFETY PLAN

Original: February 2000  
Revised: August 2001  
Revised: October 2002  
Revised: September 2007  
Revised: May 25, 2011  
Revised: April 24, 2013

**NORTHEAST COMMUNITY COLLEGE**

**VEHICLE SAFETY PLAN**

Per Administration Policy Code 2070, Environmental Safety and Health, protection of the health and safety of the employees and students of Northeast Community College (Northeast) is an important goal of the Administration.

The Vehicle Safety Plan has been implemented to accomplish the objective stated above. The plan was developed under the guidance of the Safety Sub-Committee. Each driver shall be responsible for compliance with the plan.

\_\_\_\_\_  
Northeast Community College President

\_\_\_\_\_  
Date

**NORTHEAST COMMUNITY COLLEGE  
VEHICLE SAFETY PLAN  
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# **NORTHEAST COMMUNITY COLLEGE VEHICLE SAFETY PLAN**

## **1.0 General**

The Vehicle Safety Plan has been developed to define standards of conduct for faculty, staff and students who operate motor vehicles while conducting College business. These guidelines include College owned vehicles (whether licensed or unlicensed), personal vehicles used for College business as well as vehicles leased or rented at College expense. The primary goal of this plan is to help prevent accidents and minimize the risk of personal injury associated with those incidents.

## **1.1 Definitions**

For the purpose of this plan, “motor vehicle operator” refers to any faculty, staff or student, 18 years of age or older, who operates a vehicle while conducting College business. Individuals who are under 18 years of age may not operate a College-owned motor vehicle to conduct College business.

## **2.0 Driver’s License**

All employees/students operating a vehicle for College business will have a current valid motor vehicle license with them. All College commercial vehicle operators must be in possession of a valid commercial driver’s license (CDL).

## **2.1 Vehicle Operator Responsibility**

Drivers of all College vehicles agree to observe all traffic laws and regulations and drive in a prudent and responsible manner so as to protect passengers, the public and personal properties. Drivers understand the use of public property is a privilege, not a right, and that negligence resulting in destruction of all or part of that property is a crime punishable by law.

Motor vehicle operators must report all traffic citations received while on College business to their supervisor, Vice President of Administrative Services and Executive Director of Physical Plant within 24 hours or next working day. They must also report the onset of any physical or mental condition that may impair their ability to drive.

## **3.0 Vehicle Safety Regulations**

- All employees and/or students will operate Northeast owned or lease vehicles for Northeast business only.
- The driver shall be responsible for doing a visual check of tire inflation on a routine basis.

- The driver is responsible for using good judgment when the road conditions warrant slower speeds or no travel at all.
- All vehicles will be operated in a safe manner and in compliance with applicable motor vehicle laws at all times while driving for College business.
- Employees and/or students will wear a seat belt/shoulder harness, if so equipped, and ensure that any passenger wears a seat belt/shoulder harness at all times while driving or riding for College business.
- The use of a handheld wireless communication device while driving is prohibited. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails and text messages. A communication device includes Personal Digital Assistants (PDAs), mobile or cellular telephones, text messaging devices, audio-video players that send or receive messages, pagers or laptop computers. It is recommended 1) that devices be turned off or put on silent or vibrate before starting the vehicle and 2) to pull over to a safe place if a call must be made.
- To program an in-dash or mobile GPS, the vehicle must be in park.

### **3.1 Motor Pool**

- All drivers of College motor pool vehicles must present a valid drivers license each time a vehicle is checked out.
- All drivers must present a completed Travel Request and Validation Form when checking out a vehicle.
- All drivers must sign the Motor Pool Checkout form when the vehicle is picked up and return bottom portion of checkout form as applicable.
- Northeast physical plant staff are responsible for equipping each Motor Pool College-owned vehicle with ice scraper, flashlight, first aid kit and fire extinguisher. If the driver or passengers use this equipment and items need to be replaced or are not working properly, physical plant staff must be notified.
- Police radar detectors will not be utilized in any College vehicle. Utilizing a radar detection unit will be considered an intent to break the legal speed limit and jeopardize the safety of passengers.
- Remove all personal items and trash when you exit the vehicle.
- Smoking is not allowed in College-owned vehicles.

## 4.0 Accident Reporting

It is the responsibility of all Northeast motor vehicle operators to report all accidents, regardless of damage. All accidents must be reported immediately to the appropriate law enforcement agency, to the Vice President of Administrative Services, and Executive Director of Physical Plant within 24 hours.

- Call or have someone call the law enforcement agency and provide information about the accident. **Do not** leave the scene or move the vehicle until advised to do so by the officer.
- Assist injured persons, but **do not** attempt to move them unless a threat to life exists.
- A drug and alcohol test will be conducted on the driver of the College-owned vehicle within 24 hours of the accident when bodily injury occurs.
- Obtain the names of witnesses, insurance information and other pertinent facts. Also record the name and badge number of the officer who takes the report. Forward the information to the Vice President of Administrative Services as soon as possible. *Refer to Appendix A for information to gather when involved in an accident.* Request a copy of the accident report or obtain the case number associated with the accident if a copy is not immediately available.
- Report the incident to your supervisor within 24 hours.
- Complete an Occurrence Report Form within 24 hours and attach *Accident Information from Appendix A. Refer to the Northeast website for the Occurrence Report Form.*

## 4.1 Accident Review and Insurance

The Vice President of Administrative Services and Executive Director of Physical Plant will review:

- each accident involving a vehicle driven for College business and
- each incident where a vehicle operator has been cited for a violation of Motor Vehicle Law while operating a vehicle for College business.

## 4.2 College Insurance

- Covers liability for personal injury and damage to the property of others.
- Covers faculty, staff and students while they are driving College-owned vehicles. When employees operate their own vehicles while on College business, their insurance company will be considered as the primary insurer with the College's coverage being secondary.

### **4.3 Discipline**

Drivers who violate the College's Vehicle Safety Plan are subject to disciplinary action. *(Refer to Positive Discipline Policy Code 2115)* Department supervisor will send documentation of any disciplinary action associated with the enforcement of this policy to the Human Resources office for inclusion in the employee's file or to the Vice President of Student Services for inclusion in the student's file.

**ACCIDENT INFORMATION**

**WHAT YOU SHOULD DO IN CASE OF AN ACCIDENT:**

- \*Stop immediately, clear of traffic if possible. Turn off ignition.
- \*Leave lights or signals on if practical and safe!
- \*Establish driver of other vehicle immediately.
- \*Warn oncoming traffic.
- \*Notify police-ask them to call ambulance and/or other emergency service as required.
- \*Show license, registration and proof of insurance to other driver and police.
- \*Notify your insurance agent promptly.

**WHAT YOU SHOULD NOT DO:**

- \*Smoke if there is danger of fire.
- \*Get involved in an argument.
- \*Admit any responsibility.
- \*Sign anything except for documents from Police.
- \*Disclaim injury before seeing a Doctor.

**Important Information to List First**

Date \_\_\_\_\_ Time of collision \_\_\_\_\_  
Visibility \_\_\_\_\_ Weather \_\_\_\_\_  
Road conditions \_\_\_\_\_ Amount of traffic H \_\_\_ M \_\_\_ L \_\_\_\_\_  
Speed Limit \_\_\_\_\_ Average speed of traffic \_\_\_\_\_  
Estimated speed of your vehicle \_\_\_\_\_ Estimated speed of other vehicle \_\_\_\_\_  
No. of vehicles involved \_\_\_\_\_ Traffic signals or signs \_\_\_\_\_  
Name of investigating officer \_\_\_\_\_

**Information Regarding Other Vehicle**

Make \_\_\_\_\_ Year \_\_\_\_\_  
License Plate No. \_\_\_\_\_ Year \_\_\_\_\_  
State \_\_\_\_\_ Driver M \_\_\_ F \_\_\_ Age \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
No. of persons in other vehicle \_\_\_\_\_  
Adults \_\_\_\_\_ Children \_\_\_\_\_ Pets \_\_\_\_\_  
List names and injuries (if any) of your passengers as soon as convenient for your records.  
\_\_\_\_\_  
\_\_\_\_\_

Name of Insurance Company \_\_\_\_\_  
Address \_\_\_\_\_ City/State \_\_\_\_\_  
Agent \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Independent Witnesses (List names, addresses and telephone numbers. If witness is occupant of another vehicle, mark down license number.)  
\_\_\_\_\_  
\_\_\_\_\_

**Draw a rough sketch of collision scene on back of this sheet.** Mark direction of travel, point of impact and relation of traffic lanes, signals and signs. Write a brief explanation of occurrence.