

Gettysburg College
Acknowledgement and Consent Agreement of the
Fleet Operations Safety Policy

I have read the entire contents of the Gettysburg College Fleet Operations Safety Policy or have had it read to me and agree to comply with all requirements. I have been given an opportunity to ask questions and fully understand the meaning of the policy. Additionally, I understand that I should contact a supervisor or activity sponsor should I have future questions or concerns. By signing below, I acknowledge having received a copy of this policy and agree to abide by the contents.

Name (printed) _____

Signature _____ Date _____

Mary Ann Remaley, Campus Box 392

MOTOR VEHICLE REPORT RELEASE

On behalf of Gettysburg College, EMPFACTS will conduct a Motor Vehicle Report which compiles all driving information including license issue date, restrictions, accidents, violations, suspensions, etc. This information may be used to determine your suitability to operate motor vehicles on behalf of Gettysburg College.

You will receive a letter in the mail from the Pennsylvania Department of Transportation indicating that your driving record has been sent to the Credit Bureau of York.

In compliance with the Fair Credit Reporting Act, you are entitled to be informed if an offer of employment is withheld because of information obtained from EMPFACTS and, in that event, upon your written request, we will provide a copy of the report we receive and the FTC notice, "A Summary of Your Rights Under the Fair Credit Reporting Act".

Please complete and sign the form which follows, authorizing, without reservation, any party, including, but not limited to, consumer reporting agencies, law enforcement agencies, state agencies, institutions and private information bureaus or repositories, contacted by EMPFACTS to furnish any or all of the above mentioned information. Your authorization releases EMPFACTS from any and all liability for damages arising from the investigation and disclosure of the requested information. Further, it releases and discharges all liability from all companies, agencies, officials, officers, and other persons, who, in good faith, provide to EMPFACTS the above mentioned information as requested, in order to successfully complete a background investigation. Your signature allows a photocopy or fax copy of this authorization to be as valid as the original.

PRINT FULL NAME _____

MAIDEN NAME: _____ OTHER NAMES USED _____

YEARS OF DRIVING EXPERIENCE: _____ *

CURRENT STREET ADDRESS _____

CURRENT CITY, STATE, ZIP: _____

CURRENT DRIVERS LICENSE # _____ STATE DL ISSUED: _____

OFFICIAL USE ONLY	
YES	NO
_____	_____
_____	_____
_____	_____

PLEASE INDICATE THE LAST THREE STATES OF RESIDENCE AND DRIVERS LICENSE NUMBER FOR EACH STATE. *If unsure, you may call the State's Dept. of Transportation to obtain this information.* **

STATE: _____ FROM: _____ TO: _____ DL #: _____

STATE: _____ FROM: _____ TO: _____ DL #: _____

STATE: _____ FROM: _____ TO: _____ DL #: _____

SIGNATURE: _____

Supervisor completes this section (for non-faculty):	
This employee <u>must</u> drive as a part of his/her job: yes _____ no _____	
Supervisor's Name (Print): _____	Supervisor's Signature: _____

* Must have a drivers license for a least two years to drive on behalf of the College

** Additional states will be checked as appropriate to complete a comprehensive Motor Vehicle check

***Use only as required

Revised 09/07

PLEASE RETURN TO MARY ANN REMALEY, BOX 392 OR FAX 337-8552

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CONTACT INFORMATION
Regarding Fleet Operations

Office of Transportation Services
(8:30am—5:00pm, Mon—Fri):
(717) 337-6925

Department of Safety & Security
(after hours and emergencies):
(717) 337-6911

Office of Risk Management
(1:00pm----5:00pm, Mon. ----Fri.):
(717) 337-6069

Gettysburg College Fleet Operations Safety Policy
Effective January 1, 2008

Written and Maintained By
The Offices of
Human Resources and Risk Management
and Transportation Services

Gettysburg College (the “College”) has instituted the following policies to ensure the safety of our students and employees during the operation of motor vehicles. This policy applies to the use of all College owned, leased and rented vehicles (“College Vehicles”) for official College business.

Driver Qualifications:

- 1.1. Any person operating a College Vehicle must be an enrolled student or employee of the College or designated agent of the College who has been pre-approved by the Office of Human Resources and Risk Management.
- 1.2. Any person operating a College Vehicle must hold a valid driver’s license issued in the state of their legal residence for the class of vehicle being driven. A driver’s license issued in a country other than the United States is not acceptable.
- 1.3. Any person operating a College Vehicle must have secured his/her driver’s license at least two years prior to driving a College Vehicle.
- 1.4. All persons driving a College Vehicle must complete and sign the document entitled, “Acknowledgement and Consent Agreement of the Fleet Operations Safety Policy”
- 1.5. Motor Vehicle Reports (MVRs) are required to be secured and reviewed prior to any person’s operation of a College Vehicle.
 - 1.5.1. All drivers who wish to operate a College Vehicle must complete and sign the document titled, “Motor Vehicle Report Release” release.
 - 1.5.2. To promote safety and to mitigate the high risks and costs associated with the operation of a College Vehicles, MVRs from Pennsylvania and any other state where the person has resided must be secured and reviewed before the person may drive a College Vehicle. For individuals who regularly operate a College Vehicle, MVRs for Pennsylvania and the person’s state of residence shall be secured and reviewed at least annually thereafter. For persons using a College Vehicle sporadically, MVRs from Pennsylvania and the state of the person’s residence issued no more than one year prior to the person driving a College Vehicle must be on file at the College. In addition, MVRs may also be requested on a post-accident basis, regardless of how recently the MVRs on file were secured.
 - 1.5.3. If the person’s driver’s license is suspended, canceled, revoked or otherwise restricted for any reason, he/she must immediately notify his/her immediate supervisor or the Office of Human Resources and Risk Management of this matter. The suspension, cancellation, revocation or other restriction of an employee’s driver’s license, where driving is an essential function of the job, may result in disciplinary action up to and including termination of employment.
 - 1.5.4. The “Driver License Record Review Policy” section of this policy details standards for reviewing driving records, and any actions required as a result of that review.

- 1.6. Requirements of driver safety training and road observation
 - 1.6.1. All persons who wish to operate a College Vehicle must complete online driver safety training offered by the Department of Environmental Health & Safety, with material based on the National Safety Council's defensive driving program before they will be permitted to operate the College Vehicle. In addition, all approved drivers must complete online refresher training every two years.
 - 1.6.2. In addition to completing the online training, drivers of larger College Vehicles, including but not limited to passenger vans, box trucks, and the mini-bus, must also demonstrate driving abilities through a road observation and skills session given through the Office of Transportation Services.
- 1.7. Drivers of larger College Vehicles must be at least 19 years of age.

Fleet Operations:

- 1.1. The College's liability insurance protects both the College and an authorized driver against damages resulting from bodily injury and/or property damage occasioned by the authorized use of College Vehicles when the driver is acting within the scope of his/her employment or his/her capacity as a student and is not acting in a wanton or reckless manner.
- 1.2. College Vehicles are intended for use only in the conduct of College business or for approved activities. If an accident occurs while the College Vehicle is being operated for something other than college business or approved activities, the driver will pay the applicable deductible. Additionally, liability coverage could be denied if the driver had not been given permission to drive on behalf of the College.
- 1.3. All drivers are responsible for safe and responsible driving and are expected to follow all traffic laws, including, parking regulations; posted speed limits; and seat belt compliance. Drivers are expected to practice defensive driving and to avoid activities that have the potential to divert attention from safe driving. Drivers are responsible to report the receipt of any and all traffic citations to the Office of Risk Management Services within 24 hours of receiving the citation. Drivers are personally responsible for paying all penalties associated with traffic citations.
- 1.4. College Vehicles may not be operated by anyone under the influence of illegal drugs, alcohol or prescription drugs that prohibit the operation of motor vehicles. Employees are subject to disciplinary action up to and including termination of employment for driving a College Vehicle while under the influence of illegal drugs, alcohol or prescription drugs that prohibit the operation of motor vehicles. Students who operate a College Vehicle while under the influence of illegal drugs, alcohol or prescription drugs that prohibit the operation of motor vehicles will be subject to disciplinary action as set by the Office of Student Rights and Responsibilities.
- 1.5. Students wishing to operate College Vehicles must obtain approval from a sponsoring department for travel, and are limited to a radius of 250 miles from campus for routine activities. Students may obtain approval for extended travel from the Office of Human Resources and Risk Management for special circumstances.
- 1.6. All trips using College Vehicles that are operated by the Office of Transportation Services are reviewed by that Office to ensure safe routes and adequate driver coverage. Drivers may not deviate from their designated route for shuttle operations, unless traffic has been diverted or the transportation supervisor has approved route changes. Drivers may not deviate from designated drop off and pick up locations.
- 1.7. College Vehicles may not exceed the recommended load capacity of the vehicle for either the number of passengers or cargo weight.

- 1.8. Drivers have the right to refuse to transport a passenger who is unable or unwilling to control his/her behavior.
- 1.9. Alcoholic beverages (opened or unopened) may not be transported in College Vehicles.
- 1.10. College Vehicles must be secured when unoccupied and must have contents reasonably safeguarded.
- 1.11. The use of radar detectors (or similar speed enforcement detection devices) is strictly prohibited in College Vehicles.
- 1.12. Smoking is prohibited in College Vehicles.
- 1.13. Drivers are required to turn off the engine and refrain from smoking while fueling College Vehicles.
- 1.14. Persons using College Vehicles shall take reasonable steps to keep the vehicle clean at all times.
- 1.15. The Office of Transportation Services maintains and controls keys for College Vehicles. Individuals may not retain the keys of College Vehicles, unless the College Vehicle has been assigned to a specific individual to use in the course of his/her daily employment with the College. Students may in no instance retain keys to College Vehicles. Individuals may not copy keys for personal use. All lost or stolen keys must be reported to the Office of Transportation Services immediately upon discovery.
- 1.16. The Department of Facilities Services will ensure that College Vehicles are regularly inspected and receive required maintenance. The Office of Transportation Services will provide the mileage trip sheet to the driver prior to departure. Prior to operating a College Vehicle, the authorized driver is responsible to review the mileage trip sheet to ascertain whether maintenance issues have been noted. Similarly, upon the conclusion of the use of the College Vehicle, the driver shall document any maintenance needs or concerns. Further, upon discovery of maintenance problems or concerns with the College Vehicles, the authorized driver must as soon as reasonably possible contact the Office of Transportation Services (during normal business hours) or the Department of Safety & Security (after normal business hours) to report the problem or concern.
- 1.17. Employee drivers who are responsible for scheduled shuttle routes are required to arrive fifteen minutes prior to the scheduled start time. Drivers must use this time for required pre-trip vehicle inspections and for making sure all items are in place to ensure the driver is “prepared to drive.”
- 1.18. All College Vehicles contain the following safety equipment: triangles, fire extinguisher, first aid kit, and flashlight. These items must remain in the vehicle and may only be used for their intended purpose of emergency situations. If an authorized driver determines any of these items are missing from a College Vehicle, he/she will promptly report that to the Office of Transportation Services.
- 1.19. All College Vehicles contain accident reporting kits located in the glove box. These kits include witness statement cards, accident diagram cards, insurance information, names and contact information for whom to call in the event of an accident, and instructions on how to report an accident. Drivers are responsible for utilizing this kit in the event of an accident, including obtaining witness statements, providing insurance information, and reporting the accident appropriately. The accident shall be reported as soon as reasonably possible to the Office of Transportation Services. Such reporting is necessary to assure that all facts of the accident are available should unexpected claims be received at a later date.

Use of Personal Vehicles

Gettysburg College's Office of Human Resources and Risk Management and Office of Transportation Services strongly recommend and encourage all employees and students to use College Vehicles when transporting co-workers and/or students or traveling as a passenger on College business or College sponsored activities. Use of personal vehicles in these instances is discouraged.

If a driver chooses to use his/her own vehicle for transportation of co-workers and/or students, the driver's personal auto insurance (and possibly liability insurance) will be the primary insurance for any accident or incident that occurs during such usage. Gettysburg College makes no representations concerning the safety of personal vehicles or the qualifications of the operators of those personal vehicles.

The Pennsylvania Vehicle Code requires that all drivers carry a valid driver's license and proof of auto insurance. It is the responsibility of the driver to make certain that the driver's license has not expired or been suspended and that auto insurance premiums have been paid and the policy is active.

Commercial Motor Vehicles (CDL Drivers)

The Pennsylvania Vehicle Code defines “commercial motor vehicle” as follows:

A motor vehicle designed or used to transport passengers or property:

(1) if the vehicle has a gross vehicle weight rating of 26,001 or more pounds or such lesser rating as the department shall adopt under the provisions of section 6103(c) (relating to promulgation of rules and regulations by department), as determined by Federal regulation and published by the department as a notice in the Pennsylvania Bulletin;

(2) if the vehicle is designed to transport 16 or more passengers, including the driver;

(3) if the vehicle is a school bus; or

(4) if the vehicle is transporting hazardous materials and is required to be placarded in accordance with department regulations.

The following Federal Motor Carrier Safety Regulations Apply to commercial motor vehicles used for College business and/or operators of commercial motor vehicles used for College business.

49 CFR 40 “Procedures for Transportation Workplace Drug & Alcohol Testing Programs”

49 CFR 382 “Controlled Substances and Alcohol Use and Testing”

49 CFR 383 “Commercial Driver’s License Standards”

49 CFR 390 “General Applicability and Definitions”

49 CFR 391 “Qualifications of Drivers”

49 CFR 392 “Driving of Commercial Motor Vehicles”

49 CFR 393 “Parts and Accessories Necessary for Safe Operation”

49 CFR 395 “Hours-of-Service”

49 CFR 396 “Inspection, Repair, and Maintenance”

Driver License Record Review Policy

Gettysburg College (the “College”) requires that all employees and students driving College owned, leased, or rented vehicles (“College Vehicles”) maintain a driver license record meeting the requirement below. Motor Vehicle Reports (“MVR”) will be reviewed and examined prior to granting a person authority to drive College Vehicles, and at least annually thereafter.

Any job offer made to a new hire or an existing College employee for a position where driving is an essential function of the job shall be contingent upon a MVR meeting the required standards. Similarly, continued employment in a position where driving is an essential function of the job also requires a MVR meeting the standards established by the College.

The standards for Motor Vehicle Reports are as follows:

1. All drivers must meet all of the driver qualifications set forth in section 1 of the Gettysburg College Fleet Operations Safety Policy.
2. Approved drivers must maintain safe driving records. If the results of the Motor Vehicle Report show violations which resulted in points being assigned to the driver by the issuing state (see The Pennsylvania Point System Fact Sheet on page 14 for examples), the following will apply:
 - a. If the driver has been assigned any combination of points that total one (1) to seven (7) points within the prior three (3) year period, driving privileges will be suspended until he/she completes the driver safety refresher course.
 - b. If the driver has been assigned any combination of points that total eight (8) points or more within the prior three (3) year period, driving privileges will be suspended until the number of points is reduced to below eight (8) and the driver safety refresher course is completed.
3. If the results of the Motor Vehicle Report show that the driver has committed any serious traffic offenses (see examples of these on page 16), the employee may not be permitted to drive on behalf of the College.
4. If driving is an essential function of the employee’s job, then suspended or denied driving privileges may result in disciplinary action up to and including termination of employment or a rescinded job offer.

THE PENNSYLVANIA POINT SYSTEM

FACT SHEET



PennDOT maintains a driving record for every licensed driver in Pennsylvania. Points are added to a driving record when a driver is found guilty of certain driving (*moving*) violations.

The purpose of the point system is to help to improve driving habits and to ensure safe driving. PennDOT begins to take corrective action when a driving record reaches 6 or more points. The following sections explain what happens when a driving record reaches 6 or more points:

Under the Age of 18

The driving privilege of a person under the age of 18 will be suspended if that person accumulates six (6) or more points or is convicted of driving 26 miles per hour or more over the posted speed limit. The first suspension will be for a period of 90 days. Any additional occurrences will result in a suspension of 120 days. This suspension is in addition to the requirements of the point system found below.

First Accumulation of 6 Points

When any driving record reaches 6 or more points for the first time, the driver will receive a written notice to take a special written point examination. The examination will address:

1. Knowledge of Safe Driving Practices,
2. Knowledge of Departmental Sanctions, and
3. Knowledge of Related Safety Issues.

The driver has 30 days to successfully pass the exam or else the license will be suspended until the exam is passed. If the exam is passed within the 30 day period, 2 points will be removed from the driving record.

Second Accumulation of 6 Points

When any driving record is reduced below 6 points and then for a second time reaches 6 or more points, the driver will have to attend a Departmental Hearing. The driver will receive a written notice of the specific time and location of the required hearing. At the hearing, a hearing examiner will review the driver's record. After the hearing, the Department may recommend one or more:

1. Order a 15 Day License Suspension,
2. Order the Driver to Take a Special On-Road Driver's Examination, or
3. Take No Action.

If a person's driving privilege is suspended or a special driver's exam is recommended, 2 points will be removed from the driving record if the driver passes the exam within 30 days or 2 points will be removed once the 15 day suspension has been served. No points are removed from the driving record if the Department does not initiate a sanction.

Failure to attend this Departmental Hearing will result in a 60 day license suspension.

Third or More Accumulation of 6 Points

When any driving record is reduced below 6 points and for the third or subsequent time reaches 6 or more points, the driver will have to attend a Departmental hearing. The hearing examiner will review the driving record. The Department will then determine if a 30 day license suspension will be initiated.

Failure to attend this Departmental hearing will result in the suspension of the driver's license until the driver attends the hearing.

Excessive Speeding

When a driver is convicted for speeding 31 miles per hour or more over the posted speed limit, the driver will have to attend a Departmental Hearing. The driver will receive a written notice of the specific time and location of the required hearing. The hearing examiner will review the driving record. Upon the Department's review of the hearing file, one or both of the following will be initiated:

1. 15 Day License Suspension
2. Special On-Road Driver's Examination

If a 15 day suspension is initiated, the driving record will show 5 points upon restoration. No points are removed if a special driver's examination is initiated and completed.

Failure to attend this Departmental Hearing will result in a 60 day license suspension.

Accumulation of 11 Points or More

When any driving record reaches 11 or more points, the driver's license will automatically be suspended. The length of suspension depends on how many times the license was suspended in the past. The suspension schedule is as follows:

1. First Suspension - 5 days per point
2. Second Suspension - 10 days per point
3. Third Suspension - 15 days per point
4. Subsequent Suspensions - One year

Point Removal for Safe Driving

Three (3) points are removed from a driving record for every 12 consecutive months a person drives (*from the date of the last violation*) without a violation which results in points, license suspension or revocation. Once a driving record is reduced to zero and remains at zero points for 12 consecutive months, any further accumulation of points is treated as the first accumulation of points.

License Suspension and Restoration

If a person's driving privilege is to be suspended, a written notice will be mailed to the driver listing the date when the suspension will begin. The driver may appeal the suspension to his or her county's Court of Common Pleas. The appeal must be made WITHIN 30 DAYS AFTER the mailing date of the notice. The most recent product (ie, license, permit(s) and/or camera card) must be returned to the Bureau of Driver Licensing by the effective date of suspension listed on the notice or the State Police, local police or other authorities that have been delegated by the Department will be notified to pick up the license. In addition to serving the suspension or revocation, the appropriate restoration fee must be paid before the license will be returned. After the driving privilege is restored, the driving record will show 5 points, regardless of the number of points which appeared on the record before the license was suspended (except in the case of a 15 day suspension resulting from a hearing for the second accumulation of 6 points).

The following schedule indicates the violations and the number of points given for committing each violation:

<u>Vehicle Code</u>	<u>Description</u>	<u># of Points</u>
1512.	Violation of restriction on driver's license - wearing glasses, etc.	.2
1571.	Violation concerning license.	.3
3102.	Failure to obey authorized persons directing traffic.	.2
3112(a)(3)(i) or (ii)	Failure to stop for a red light.	.3
3114(a)(1).	Failure to stop for a flashing red light.	.3
3302.	Failure to yield half of roadway to oncoming vehicle.	.3
3303.	Improper passing, overtaken driver to maintain speed; passing driver to pull in at safe distance.	.3
3304.	Improper passing on the right.	.3
3305.	Improper passing on the left, clear distance ahead.	.3
3306(a)(1).	Improper passing on a hill.	.4
3306(a)(2).	Improper passing at a railroad crossing or intersection.	.3
3306(a)(3).	Improper passing at a bridge or tunnel.	.3
3307.	Improper passing in a no-passing zone.	.3
3310.	Following too closely.	.3
3321.	Failure to yield to driver on the right at intersection.	.3
3322.	Failure to yield to oncoming driver when making left turn.	.3
3323(b).	Failure to stop for stop sign.	.3
3323(c).	Failure to yield at yield sign.	.3
3324.	Failure to yield when entering or crossing roadway between intersections.	.3
3332.	Improper turning around - illegal U-turns.	.3
3341(a).	Failure to obey signal indicating approach of train.	.2
3341(b).	Failure to comply with crossing gate or barrier. .30-day suspension.	and .4
3342(b) or (e).	Failure to stop at railroad crossings.	.4
3344.	Failure to stop when entering from alley, driveway or building.	.3
3345(a).	Failure to stop for school bus with flashing red lights. .60-day suspension.	and .5
3361.	Driving too fast for conditions. (if violation occurs in an active work zone and in conjunction with an accident, 15-day suspension).	and .2
3362.	Exceeding maximum speed (Miles over Speed Limit):	
	6 to 10.	.2
	11 to 15. (if violation occurs in an active work zone, 15-day suspension)	and .3
	16 to 25. (if violation occurs in an active work zone, 15-day suspension)	and .4
	26 to 30. (if violation occurs in an active work zone, 15-day suspension)	and .5
	31 and over. Departmental Hearing and Sanctions provided under Section 1538(d). (if violation occurs in an active work zone, 15-day suspension)	and .5
3365(b).	Exceeding special speed limit in school zone.	.3
3365(c).	Exceeding special speed limit for trucks on downgrades.	.3
3542(a).	Failure to yield to pedestrian in crosswalk.	.2
3547(a).	Failure to yield to pedestrian on sidewalk when entering from a driveway or alley.	.3
3549(a).	Failure to yield to blind pedestrians.	.3
3702.	Improper backing.	.3
3714(a).	Careless driving.	.3
3745.	Leaving scene of accident involving property damage only.	.4

Examples of Serious Traffic Violations Which May Result in Driving Privileges Not Being Offered

- **Aggravated assault by vehicle while driving under the influence**
- **Driving under the influence of alcohol or controlled substances**
- **Driving under suspension**
- **Driving without a driver's license**
- **Driving without insurance**
- **Driving without lights to avoid identification**
- **Fleeing or attempting to elude a police officer**
- **Homicide by vehicle**
- **Homicide by vehicle while driving under the influence**
- **Racing on highways**
- **Refusal to consent to a chemical test**
- **Reckless driving**