

Gettysburg College Fleet Operations Safety Policy

Human Resources & Risk Management and
Transportation Services

TABLE OF CONTENTS

Acknowledgement and Consent	2
Contact Information Regarding Fleet Operations	3
Driver Qualifications	4
Requirements of Driver Safety Training and Road Observation.....	5
Fleet Operations	5
Safety Regulations.....	5
Use of Personal Vehicles	6
Driver License Record Review Policy	7
Examples of Serious Traffic Violations	8
Pennsylvania Points System	9

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 _____

CONTACT INFORMATION

Regarding Fleet Operations

Office of Transportation Services

(8:00am - 4:30pm, Mon – Fri.): (717) 337-6923

Department of Public Safety

(After hours and emergencies): (717) 337-6911

Office of Human Resources & Risk Management

(8:30am - 5:00pm, Mon. - Fri.): (717) 337-6069

Gettysburg College Fleet Operations Safety Policy
Effective January 1, 2008
Revised July 2018
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.

I. Driver Qualifications

- A. 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.
- B. 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. An expired driver’s license or a driver’s license issued in a country other than the United States, is not acceptable.
- C. Any person operating a College Vehicle must have secured their driver’s license at least two years prior to driving a College Vehicle.
- D. All persons driving a College Vehicle must complete and sign the document entitled, “Acknowledgement and Consent Agreement of the Fleet Operations Safety Policy”.
- E. Motor Vehicle Reports (MVRs) are required to be secured and reviewed prior to any person’s operation of a College Vehicle.
- F. All drivers who wish to operate a College Vehicle must complete the assigned Motor Vehicle Report (MVR) provided by CBY Systems, Inc., a background check screening vendor.
- G. 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 operate a College Vehicle, MVRs for Pennsylvania and the person’s state of residence shall be secured and reviewed at least annually thereafter. In addition, MVRs may also be requested on a post-accident basis, regardless of how recently the MVRs on file were secured.
- H. If the driver’s license is suspended, canceled, revoked or otherwise restricted for any reason, they must immediately notify their 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.

III. Requirements of Driver Safety Training and Road Observation

- A. All persons who wish to operate a College Vehicle must complete online driver safety training before they will be permitted to operate the College Vehicle. In addition, all approved drivers must complete online refresher training every two years.
- B. In addition to completing the online training, drivers of larger College Vehicles, including but not limited to passenger vans, box trucks, Sprinters and mini-buses, must also demonstrate driving abilities through a road observation and skills session given through the Office of Transportation Services.
- C. Drivers of larger College Vehicles must be at least 19 years of age.

IV. Fleet Operations

- A. 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 their employment or their capacity as a student and is not acting in a wanton or reckless manner.
- B. 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.
- C. 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.
- D. College Vehicles may not exceed the recommended load capacity of the vehicle for either the number of passengers or cargo weight.
- E. Drivers have the right to refuse to transport a passenger who is unable or unwilling to control their behavior.
- F. College Vehicles must be secured when unoccupied and must have contents reasonably safeguarded.
- G. Persons using College Vehicles shall take reasonable steps to keep the vehicle clean at all times.

- H. 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 their daily employment with the College. Students may not 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.
- I. 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.

V. Safety Regulations

- A. All drivers are responsible for safe and responsible driving and are expected to follow all traffic laws, including, parking regulations; posted speed limits; cell phone usage; and seat belt compliance, including ensuring all passengers are wearing their safety belts. Drivers are expected to practice defensive driving and to avoid activities that have the potential to divert attention from safe driving. PA law prohibits the use of wearing headphones while behind the wheel of a motor vehicle, it could limit the driver's ability to react to emergency responders. Drivers are responsible to report the receipt of any traffic citations to the Office of Human Resources & Risk Management Services within 24 hours of receiving the citation. Drivers are personally responsible for paying all penalties associated with traffic citations.
- B. 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.
- C. Drivers are expected to drive with vehicle headlights on at all time.
- D. Alcoholic beverages (opened or unopened) may not be transported in College Vehicles.
- E. Pennsylvania state law prohibits the use of cell phones, smart phones, portable computers, or any similar devices used for texting, messaging, emailing, and web-browsing, while operating a motor vehicle. As such, texting while driving on any hand-held device is strictly prohibited while operating a College vehicle. Driver's found in violation of the anti-texting law will be personally responsible for all fines/fees/costs associated with this offense.

- F. The use of radar detectors (or similar speed enforcement detection devices) is strictly prohibited in College Vehicles.
- G. Smoking, chewing tobacco, and vaping is prohibited in College Vehicles.
- H. Drivers are required to turn off the engine and refrain from smoking while fueling College Vehicles.
- I. 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 emergencies. If an authorized driver determines any of these items are missing from a College Vehicle, they will promptly report that to the Office of Transportation Services.
- J. 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 later.

VI. Employee Transportation Drivers

- A. 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.
- B. 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.”

VII. Use of Personal Vehicles

- A. 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 strongly discouraged.

- B. If a driver chooses to use their 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.

- C. 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.

VIII. 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:

- A. All drivers must meet all of the driver qualifications set forth in section 1 of the Gettysburg College Fleet Operations Safety Policy.
- B. 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 12 for examples), the following will apply:
 - 1) 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 they complete the driver safety refresher course.
 - 2) 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.
- C. If the results of the Motor Vehicle Report show that the driver has committed any serious traffic offenses (see examples of these on page 10), the driver may not be permitted to drive on behalf of the College.
- D. 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.

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

- **Driving under suspension/revoked**
- **Driving under the influence of alcohol or controlled substances**
- **Driving without a driver's license**
- **Driving without insurance**
- **Driving without lights to avoid identification**
- **Failure to stop/report an accident**
- **Fleeing or attempting to elude a police officer**
- **Homicide by vehicle**
- **Homicide by vehicle while driving under the influence**
- **Homicide, manslaughter or assault arising from use of a vehicle**
- **Leaving the scene of an accident**
- **Racing on highways**
- **Reckless driving/speed contest**
- **Refusal to consent to a chemical test**

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 each 12 consecutive months in which a person is not under suspension or revocation or has not committed any violation which results in the assignment of points or in suspension or revocation under Chapter 15 of the Vehicle Code. Once a driving record is reduced to zero points and remains at zero points for 12 consecutive months, any further accumulation of points will be regarded as the first accumulation of points.

