



Vehicle Safety Guidelines

Wellesley College
Office of Risk Management & Compliance

Table of Contents

- 1.0 Purpose**
- 2.0 Definitions**
- 3.0 Roles and Responsibilities**
 - 3.1 Fleet Safety Administrator*
 - 3.2 Fleet Safety Representatives*
 - 3.3 Supervisors*
 - 3.4 College Employees and Student Drivers*
- 4.0 Fleet Driver Qualification**
 - 4.1 Qualification Requirements - Qualified Fleet Program Driver*
 - 4.2 Motor Vehicle Record Review*
 - 4.3 MVR Review Frequency*
 - 4.4 Motor Vehicle Record Evaluation Criteria – Employee Drivers*
 - 4.5 Motor Vehicle Record Evaluation Criteria – Student Drivers*
- 5.0 Specialty Fleet Vehicle Qualification**
 - 5.1 Qualified Van/Bus Driver*
 - 5.2 Unregistered Motorized Vehicle Driver (Golf Cart, Gator)*
- 6.0 Personal and Rental Vehicles on College Business**
 - 6.1 Personal Vehicles Used for College Business*
 - 6.2 Rental Vehicle Driving*
- 7.0 Operational Requirements & Safe Practices**
 - 7.1 All Vehicles (College-owned, leased, rented, or on loan)*
 - 7.2 Passenger Vans/Buses*
- 8.0 Vehicle Inspection and Maintenance**
 - 8.1 Annual Vehicle Safety Inspections*
 - 8.2 Maintenance and Repair*
 - 8.3 Documentation*
- 9.0 Accident Reporting**
 - 9.1 Vehicle Accident Procedures*

1.0 Purpose

Wellesley College's Vehicle Safety Guidelines document is intended to ensure maximum safety for all drivers and passengers of College owned/leased vehicles (and personal and rental vehicles during the conduct of College business) by minimizing accidents and injuries resulting from vehicle incidents; eliminating the operation of unsafe vehicles; providing adequate training to all College van and bus drivers and off-road vehicles; and defining clear lines of responsibility at the College for fleet safety.

The program is administered under the direction of the Office of Risk Management. The Vehicle Safety Guidelines will be reviewed periodically and revised as needed.

2.0 Definitions

Qualified Fleet Program Driver -

In order to be a Qualified Fleet Program Driver, individuals must be approved utilizing the judgment criteria outlined within the College's Fleet Safety Program.

Motor Vehicle Record (MVR) -

A Motor Vehicle Record, or MVR, details an individual's past driving history based on violations and accidents over a predetermined period. MVRs are reviewed periodically as part of the College's Fleet Safety Program implementation.

Fleet Safety Administrator -

The College's Risk and Compliance Manager will serve as the Fleet Safety Administrator to oversee the College's vehicle safety program and to work with Fleet Safety Representatives to effectively carry out the guidelines set forth by the Vehicle Safety Guidelines.

Fleet Safety Representatives –

At the office level, an individual or individuals will be selected to serve as a Fleet Safety Representatives to ensure that all Fleet Program Drivers in their specific area of the College are qualified to drive and abide by the Vehicle Safety Guidelines.

Authorized Van/Bus Driver-

In addition to being a Qualified Fleet Program Driver, an Authorized Van/Bus Driver must be specifically authorized to drive a passenger van/bus by the Fleet Safety Representative. Authorization includes each van/bus driver satisfactorily completing the Van/Bus Driver Familiarization Class. No person should drive a college-owned van or bus without authorization.

3.0 Roles and Responsibilities

Each College employee and student driver has a designated role in the College's Fleet Safety Program. The following information identifies and outlines the roles of each participant. Any

questions regarding specific roles should be addressed with a Fleet Safety Representative or the Fleet Safety Administrator.

3.1 Fleet Safety Administrator

The College's Risk and Compliance Manager is the Fleet Safety Administrator to oversee the implementation of the Fleet Safety Program.

Duties of this position include:

- a. Qualify all participants in the Fleet Safety Program.
- b. Approve, maintain and secure a current listing of College Authorized Drivers and share this list with Fleet Safety Representatives.
- c. Communicate all new guidelines to Fleet Safety Representatives.
- d. Conduct audits on fleet safety compliance at the College.
- e. Maintain and secure all necessary driver information on all College Fleet Safety Program participants.
- f. Investigate accidents involving College vehicles.
- g. Investigate incidents of non-compliance with established guidelines.
- h. Initiate withdrawal of participants from the Fleet Safety Program as established by the guidelines.
- i. Explore improvements and expansion for the Program.
- j. Implement new policies related to driver safety.

3.2 Fleet Safety Representatives

Each office with Fleet Program Drivers is responsible for designating an individual or individuals to monitor and implement applicable components of the Fleet Safety Program.

Duties of this position include:

- a. Notify the Fleet Safety Administrator of any accident involving a departmental College vehicle.
- b. Inform Qualified Fleet Program Drivers about new policies or procedures for Fleet Safety.
- c. Issue and control distribution of vehicle keys only to qualified participants of the Fleet Safety Program.
- d. Advise individuals interested in joining the Fleet Safety Program of the required procedures.
- e. Serve as liaison with the Fleet Safety Administrator.

3.3 Supervisors

Supervisory responsibility is an important component in the monitoring of vehicle access by authorized drivers. The Supervisor's role includes:

- a. Permit only authorized, qualified drivers to operate vehicles on College business.
- b. Report any changes in authorized driver status to the Fleet Safety Administrator.

3.4 College Employees and Student Drivers

- a. Operate College vehicles only after being authorized through the Fleet Safety Administrator.
- b. Operate vehicles according to the Fleet Safety Program requirements.
- c. Report vehicle defects and accidents to your supervisor.
- d. Immediately report changes in driving status to your supervisor.
- e. Accept consequences of non-compliance penalties.

4.0 Fleet Driver Qualification

It is a privilege, not an entitlement, to drive a vehicle for the College. Before anyone is allowed to drive a College-owned vehicle, he/she must become a "Qualified Fleet Program Driver". Supervisors are responsible to ensure that all direct reports with College business driving duties have

responsibilities outlined in their job descriptions and are “qualified” to drive, in accordance with College requirements. In order to be a Qualified Fleet Program Driver, individuals must be approved by the Fleet Safety Administrator utilizing the judgment criteria outlined in this section.

4.1 Qualification Requirements - Qualified Fleet Program Driver

In order to meet the requirements of a Qualified College Fleet Program Driver, participants must meet the following criteria:

- Must be at least 18 Years of Age and possess the legal authorization (license) to drive in the Commonwealth of Massachusetts.
- Must meet MVR Review Criteria established for employees and students as described in this section.
- Must participate in vehicle-specific training (Vans, Buses, Golf Carts, Utility Vehicles) as required by the Fleet Safety Administrator.
- Must follow appropriate procedures when renting or leasing vehicles for College business or sponsored activities.
- Must comply with all requirements set forth in the College Fleet Safety Program.

4.2 Motor Vehicle Record Review

A Motor Vehicle Record, or MVR, details an individual’s past driving history based on violations and accidents over a predetermined period. The information found on MVRs can be divided into four categories: Major Convictions, Minor Convictions, Technical Violations, and Accidents. For the purposes of these Guidelines, driver convictions and violations are defined in Table 4.3.

4.3 MVR Review Frequency

All College Fleet Program Drivers are required to meet defined expectations as required by rules set forth under their terms of employment. Since driving eligibility is subject to change throughout the course of any given time, it is critical that MVRs are reviewed on a predetermined basis. At a minimum, MVRs will be reviewed for each Fleet Program Driver at the following intervals:

- **Upon hire or placement in a driving position** – No College employees or students should be asked to drive a College owned vehicle on College business until their experience has been investigated.
- **After an accident happens or motorist observation report is received** – Obtaining an MVR following an accident or after a call-in report has been received is a way to see if there has been a recent change in behavior by the driver.
- **As part of a periodic review** – To re-verify the qualifications of existing drivers, an MVR should be obtained annually for College drivers and reviewed to determine if remedial training or other action is necessary, including removal or restriction of driving responsibilities.

4.4 Motor Vehicle Record Evaluation Criteria – Employee Drivers

At each review, participant records will be classified as Clear, Acceptable, Borderline or Poor. *Clear*, *Acceptable*, and *Borderline* participants may be eligible to participate in the program. Participants with a *Poor* MVR rating will be ineligible to participate as a Qualified College Fleet Program Driver.

- **Clear MVR** - Driver can be considered “Qualified” if other obligations as outlined in this Guidelines are met.

An MVR with no activity in the last three years and no major violations in the last five years (Note: some states do not show five years of information on their MVRs).

● **Acceptable MVR** - Driver can be considered "Qualified" if other obligations as outlined in this Guidelines are met.

An MVR with no major convictions in the last five years and no more than:

One accident in the last three years; or

Two minor convictions in the last three years; or One accident and one minor conviction in the last three years.

● **Borderline MVR** - Qualification subject to review by the Fleet Safety Administrator.

An MVR with no major convictions within the last three years and:

One major conviction from three to five years old; or

One accident and two minor convictions in the last three years; or

Three minor convictions in the last three years; or

Two accidents in the last three years; or

Two accidents and one minor conviction in the last three years.

● **Poor MVR** - Driver Not Authorized to participate in Fleet Safety Program.

An MVR with **one or more major convictions in the last three years**; or

Four or more minor convictions in the last three years; or

Three or more accidents in the last three years; or

Any combination of minor convictions and accidents totaling four or more in the last three years.

To assist in determining program eligibility, Table 4.1 summarizes the MVR classifications based on Accident and Violation history over the prior three years:

| | Number of Accidents (last three years) | | | |
|--|--|------------|------------|------|
| Number of Violations (last three years)* | 0 | 1 | 2 | 3 |
| 0 | Clear | Acceptable | Borderline | Poor |
| 1 | Acceptable | Acceptable | Borderline | Poor |
| 2 | Acceptable | Borderline | Poor | Poor |
| 3 | Borderline | Poor | Poor | Poor |
| 4 | Poor | Poor | Poor | Poor |

Table 4.1 Accident / Violation MVR Classification - Employee Drivers

**Any Major Conviction within the last three years is automatically a "poor" MVR.*

4.5 Motor Vehicle Record Evaluation Criteria – Student Drivers

The criteria for evaluating student drivers are different than those used for employees.

Authorization categories are broken down into Clear, Acceptable, and Poor categories. There

is no "Borderline" category for Student Drivers. The following table (Table 4.2) and description

outline each category:

| | Number of Accidents (last three years) | | | |
|--|--|------------|------|------|
| Number of Violations (last three years)* | 0 | 1 | 2 | 3 |
| 0 | Clear | Acceptable | Poor | Poor |
| 1 | Acceptable | Acceptable | Poor | Poor |
| 2 | Acceptable | Poor | Poor | Poor |
| 3 | Poor | Poor | Poor | Poor |
| 4 | Poor | Poor | Poor | Poor |

Table 4.2 Accident / Violation MVR Classification - Student Drivers

**Any Major Conviction within the last five years is automatically a "poor" MVR.*

- **Clear MVR** – Student Driver can be considered “Qualified” if other obligations are met. An MVR with no activity in the last three years and no major violations in the last five years (Note: some states do not show five years of information on their MVRs).
- **Acceptable MVR** – Student Driver can be considered “Qualified” if other obligations are met. An MVR with no major convictions in the last five years and no more than:
One accident in the last three years; or
Two minor convictions in the last three years; or
One accident and one minor conviction in the last three years.
- **Poor MVR** – Student Driver Not Authorized to participate in Fleet Safety Program. An MVR with **one or more major convictions in the last three years**; or three or more minor convictions in the last three years; or two or more accidents in the last three years; or any combination of minor convictions and accidents totaling three or more.

For the purposes of these Guidelines, driver convictions and violations are defined in the following table:

Table 4.3 Motor Vehicle Record Conviction / Violation Description

| Major Convictions | Minor Convictions | Technical Violations |
|--|--|---|
| <p>Including but not limited to:</p> <ul style="list-style-type: none"> - Driving under the influence - Driving while impaired - Reckless driving - Careless/Reckless driving - Failure to report an accident - Making a false accident report - Vehicular homicide / manslaughter - Attempting to elude a police officer - Driving while license is suspended | <p>Involve any moving violations that are not major convictions. Examples include, but are not limited to:</p> <ul style="list-style-type: none"> -Speeding -Running a stop sign/red light -Improper turn -Passing across a double yellow line -Failure to yield -Following too close | <p>Include, but are not limited to:</p> <ul style="list-style-type: none"> - Failure to wear a seat belt - Failure to display proof of registration - Failure to possess driver’s license - Improper display of license plates - Motor vehicle equipment violations -Load or size violations |

5.0 Specialty Fleet Vehicle Qualification

5.1 Qualified Van/Bus Driver

In addition to the above listed requirements, each student who is requesting permission to drive a College-owned 7 passenger Center for Work and Service van must attend a Van/Bus Driver Familiarization Class under the direction of Motor Pool or a Transportation Coordinator previously trained by Motor Pool. Additionally, students driving CWS vans must complete and pass the United Educators Driver Safety online course. Once the appropriate requirements are met, the Van/Bus Driver will be authorized to drive a College owned van/bus through his/her Fleet Safety Representative.

5.2 Unregistered Motorized Vehicle Driver (Golf Cart, Gator)

Please see the College’s separate Guidelines on Unregistered Motorized Vehicle Use.

6.0 Personal and Rental Vehicles on College Business

6.1 Personal Vehicles Used for College Business

Any individual who drives his or her personal vehicle on College business or to/from a College activity is responsible for his or her own safety as well as the safety of any passengers. The College bears no responsibility for the operation or operating condition of personal vehicles and expects drivers of personal vehicles to comply with applicable local, state and federal laws.

The owner of the vehicle must carry at least the minimum automobile liability limits required by state law. The owner's automobile liability coverage shall be the primary insurance coverage. The owner of the vehicle is responsible for any applicable deductible (e.g., liability or collision coverage) and is responsible for any increased personal automobile insurance premiums as a result of any accidents.

There is no physical damage coverage through the College for personal vehicles. The College reimburses the use of a personal vehicle for official College business at the standard mileage rate published annually by the College. The rate is intended to cover all costs associated with owning a vehicle, including physical damage insurance.

Claims arising from use of a personal vehicle for College business or to/from a College activity are to be reported to the vehicle owner's insurance agent/broker. In the event of a serious or potentially serious claim, the Fleet Safety Administrator of the College should also be notified.

6.2 Rental Vehicle Driving

Automobile rentals should be limited to situations where other means of transportation are not practical, economical or available, and in emergency situations. Reimbursable costs include the daily rental fee of a compact car for a single person or a midsize vehicle for two or more travelers, mileage fees, gasoline charges, parking expenses, and tolls.

Automobile rental companies offer various forms of insurance. It is important when renting automobiles on College business to purchase the correct type of insurance offered by rental companies.

Insurance You Should Take:

The insurance coverage called variously "Collision", "Loss Damage", "Loss Damage Waiver", or "Damage Waiver". This type of insurance covers damage to or theft of the rental vehicle.

Insurance You Should NOT Take:

Insurance offered as "Personal Accident" or "Personal Injury" insurance covers the medical bills of the driver of the rental car and any passengers. This is redundant for persons covered by a health plan.

Coverage variously titled "Additional Liability" or "Liability" or "Excess Liability" pays for damage to other people or their property. The College has a Guidelines which covers this exposure.

Optional Insurance Coverage (Not Reimbursable by the College):

Another type of insurance is variously called "Personal Effects" or "Personal Belongings" insurance. This add-on provides coverage for the personal belongings of the driver or passengers in the rental car. There is no substitute for this coverage within the College; a person's belongings are his or her own responsibility. A person's homeowner's or renter's insurance Guidelines covers his or her

property anywhere in the world. This coverage is subject to the insured's personally selected deductible.

7.0 Operational Requirements & Safe Practices

In accordance with the requirements of the Massachusetts Department of Motor Vehicles, the following guidelines have been established to reduce the risk of incident and injury when it comes to the operation and use of motor vehicles by College employees and students.

The goal of these Guidelines is to protect the employees and students of the College who may be operating or riding as a passenger in a vehicle owned by the College. The following guidelines shall be adhered to:

7.1 All Vehicles (College-owned, leased, rented, or on loan):

- a. Seat belts are to be worn at all times when operating a College motor vehicle so equipped. These requirements apply to operations both on and off campus. The only exception is for drivers of the College's Post Office truck while in the course of delivering mail on campus.
- b. The maximum speed for operation of "college vehicles" shall not exceed the posted speed limits or driving characteristics of said motorized vehicle.
- d. All doors (cargo, tail and lift gates) shall be closed at all times when the vehicle is moving. Exception: If the cargo of the vehicle is adequately secured or the material being placed in the vehicle cannot (because of size) be transported with the door or gate closed, then the material or equipment shall be secured in place and the proper warning flat, sign or tag must be affixed to the end of the equipment or material being transported.
- e. No employee or student shall be permitted to ride unsecured (without a seat belt) in a College vehicle so equipped at any time while the vehicle is in motion. Sitting or standing in the back of a van, delivery vehicle, pick-up, dump truck or similar is prohibited.
- f. When backing a motor vehicle such as a truck, delivery van or heavy equipment into a parking space, loading dock or similar, the passenger should, when necessary, exit the vehicle and provide assistance for the operator as a "spotter." The "spotter" shall be used to warn the driver, pedestrians or other vehicles about the operator's intent to back up into an area, in an effort to avoid personal injury or property damage. If the driver of the vehicle does not have a passenger who can perform this service, the driver must perform one of the following:
 - i. Exit the vehicle and check the space before backing;
 - ii. Drive by the space, checking for any hazards, before backing up;
- g. Operators of College vehicles shall not drive if:
 - i. they are under the influence of alcohol or drugs.
 - ii. they are taking medications that contain antihistamines or alcohol which may cause drowsiness or impaired judgment.
 - iii. they are wearing ear phones or other items that would prevent the operators from being able to hear horns, pedestrians, sirens or other vehicles that may be approaching (except for hearing protection aids).
 - iv. the vehicle they are operating contains a number of occupants that exceed the recommended safe operating capacity;

v. their license has been suspended, revoked or expired;
vi. their license has restrictions. These limitations must be reported to the supervisor for authorization.

- h. Operators of College vehicles shall remove their keys from the ignition when the vehicle is not occupied by a College employee or other authorized person.
- i. Motor vehicle operators (not inclusive of golf carts or turf maintenance equipment) shall not drive on grass, landscaping, sidewalks or other unapproved vehicle access lanes, streets, driveways or roads, and rights of way, unless it is specifically required to perform their jobs and there are no other means available to access the building, facility or work site or otherwise approved by his/her supervisor.
- j. It is recommended that operators that must use a cell phone (for talk or texting) while driving on College business, or while driving a College owned vehicle, stop safely, secure the vehicle and then make or take the call.
- k. College vehicles should be kept clutter free while the operator is in possession of the vehicle. Objects such as water bottles rolling loose on the car floor have been known to lodge themselves under the driver's foot pedals possibly leading to malfunctioning brakes. Keep vehicles tidy and free of loose objects to avoid distractions and hazardous driving conditions.

College owned vehicles should be returned to the College in clean condition. The Operator should remove any personal items and dispose of any trash accumulated during his/her time in the College vehicle prior to returning the vehicle as both a courtesy and safe practice.

- l. The operator of the motor vehicle must abide by all the rules and regulations of the road, in accordance with the Massachusetts Department of Motor Vehicles, as well as local laws while driving in other jurisdictions. The driver of the vehicle is ultimately responsible for its safe operation.

7.2 Passenger Vans/Buses

In addition to the above requirements, drivers and passengers of vans or buses are required to follow the additional requirements:

- a. Only Authorized Van/Bus Drivers are permitted to drive a passenger van/bus at any time.
- b. The driver's state issued driver's license must be in their possession at all times when operating the van/bus.
- c. The van/bus driver and all passengers must wear seatbelts at all times when the vehicle is in motion.
- d. **Vans/buses driven for trips longer than 400 miles (one-way) are required to have at least two authorized drivers on board.** The drivers are required to share driving duties to minimize the effects of driver fatigue. Drivers should rotate driving duties every three hours.
- e. Front seat passengers are required to act in an assistant capacity to help with navigation and other non-driving duties, such as responding to other passengers needs for assistance.

8.0 Vehicle Inspection and Maintenance

All College vehicles should be thoroughly inspected and carefully maintained to provide a safe form of transportation. Motor Pool is required to keep standardized inspection and maintenance records on every College vehicle. Annual inspections and maintenance are performed by the College's Motor Pool. Compliance with this plan is the responsibility of the area of the College to which the vehicle is assigned.

8.1 Annual Vehicle Safety Inspections

Annual vehicle safety inspections are required for all College vehicles. The inspection is performed by the College's Motor Pool. Motor Pool is responsible for having the College's vehicles inspected during their scheduled time period.

A vehicle should be placed out of service if a defect is discovered that compromises safety. The vehicle should remain out of service until the defect is repaired or replaced.

8.2 Maintenance and Repair

Preventative maintenance should be performed according to the manufacturer's recommendations and include such items as: replacement of belts and hoses, tire rotation, brake adjustment, engine tune-up, oil and filter changes, and transmission service.

Repair maintenance is typically performed on an as needed basis. Any problem discovered that compromises safety should be reported to a supervisor immediately and the vehicle is to be withdrawn from service until it is repaired or replaced.

8.3 Documentation

Standardized recordkeeping is vital to the success of the vehicle inspection and maintenance components of this program. Records will be maintained on all owned and leased automobiles. Records will also be maintained on all other vehicles such as tractors, backhoes, bulldozers, etc.

All manufacturer-issued recalls and safety problems should be reported to a supervisor and recorded. The vehicle should be withdrawn from service until it is repaired or replaced following a recall or safety issue with the vehicle.

Files will be maintained at Motor Pool.

9.0 Accident Reporting

Drivers must report all accidents involving College vehicles to Campus Police and to his/her supervisor.

9.1 Vehicle Accident Procedures

In the event a driver is involved in an automobile accident while in a College vehicle or while on College business, the following procedures should be followed:

- a. Stop immediately and contact the appropriate law enforcement agency.
- b. Call 911 if anyone is injured or requires immediate medical attention.
- c. Do not leave the accident scene until an accident report has been completed by the law enforcement agency.

- d. Obtain the name, address, and phone number of the other driver and witnesses. Also obtain the other driver's insurance information.
- e. Cooperate fully with the investigating law enforcement officer.
- f. Do not sign any document other than those required by the law enforcement official.
- g. **Do not admit liability or fault, make offers, or agree to settlement on behalf of the College.** It is important that such admissions and decisions be reserved for the insurance carriers.
- h. If a Wellesley College employee is injured, he/she must file an Accident Report & Treatment (ART) form with Human Resources and Environmental Health & Safety.
- i. Remove keys and College property and lock the vehicle if the vehicle must be towed from the scene.

If an employee involved in an automobile accident while operating a College vehicle is served legal papers naming them as a defendant in a lawsuit, the employee should immediately notify his/her supervisor. The supervisor is responsible for forwarding the information to the College's Risk and Compliance Manager.