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College Procedure: 308.2 – Vehicle and Equipment Use

Policy Reference:	308 – Use of College Equipment
Responsible Department:	Facilities and Public Safety
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Facilities and Public Safety
Effective Date:	TBD
Version Number:	5
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

Reason for Procedure

Kirkwood Community College owns and operates a wide variety of vehicles and equipment. Safe operation of these vehicles is critical to the well-being of our faculty, staff and students. This policy is to define who is qualified to operate or drive Kirkwood vehicles and equipment on behalf of Kirkwood official business.

The Procedure

Kirkwood Qualified Driver and Passenger Safety Expectations

1. Qualified drivers must be Kirkwood full-time, part-time or seasonal faculty, staff or students.
2. Qualified drivers shall observe all rules and regulations for safe driving as defined by the State of Iowa or the state where the vehicle is operated and as outlined in this procedure. Vehicles and equipment shall be used in a safe manner. Failure to do so will result in suspension of driving and operating privileges and could result in disciplinary action.
3. Drivers are personally responsible for any citations issued by law enforcement, with the exception of citations related to vehicle deficiencies.
4. Vehicles and equipment are for business-related use only. Personal use of vehicles and equipment is prohibited.
5. Safety belts shall be used by all occupants traveling either in a vehicle owned, leased or rented by Kirkwood or in private vehicles while on College business. Safety belts shall be used in all equipment if so equipped.
6. Occupational Safety and Health Administration (OSHA) regulations shall be followed for the safe operation of all agricultural and construction equipment. Under no circumstances will personnel ride on tractor fenders, truck beds, rails or other unsafe areas per OSHA regulations.

7. Drinking or driving while under the influence of alcohol or drugs is prohibited. Possession of alcohol or drugs in a Kirkwood vehicle or personal vehicle while on college business is prohibited. Refer to 403.1- Drug-Free and Alcohol-Free Workplace procedure.
8. Vehicles are to be tobacco and smoke free. Refer to 304.1 Tobacco and Smoke Fee procedure.
9. For long-distance trips (four or more hours of total driving time), if there is more than one qualified driver, drivers should rotate driving responsibilities. No driver should drive more than 10 hours during a 24-hour period. If there are not enough drivers to rotate, an overnight stay should be planned. Avoid driving past midnight.
10. Avoid conditions that may lead to loss of control: driving while sleepy or inattentive, driving in excess of the posted speed limit or too fast for road conditions.
11. If the weather is inclement, stop and stay overnight in a safe place.
12. Iowa law states that a person shall not use an electronic device while driving a motor vehicle unless the motor vehicle is at a complete stop off the traveled portion of the roadway, or as far away from the center of the roadway as is practicable if the vehicle cannot be entirely removed from the traveled portion of the roadway.
13. The department to which a College vehicle is assigned is responsible for ensuring the vehicle is operated by authorized individuals and used only for official College business. Vehicles assigned to departments on a permanent basis are to be parked overnight in College parking facilities and are not to be driven to and from work. Exceptions can be made with prior approval by the Fleet Manager.
14. Any accidents and claims must be reported to Public Safety immediately. A Driver Accident Report with Accident Investigation Form must be completed and returned to Risk Management within 48 business hours. Accidents involving injuries must be reported to Public Safety and Human Resources, and Risk Management immediately. Accidents that occur off campus should call local police to obtain an accident report.

Vehicle and Equipment Citations

Public Safety is responsible for coordinating the citation process. The driver of the vehicle at the time of the citation is responsible for reimbursing Kirkwood the cost of the citation.

1. All citations for Kirkwood vehicles and equipment will be sent to Public Safety for review.
2. Public Safety:
    a. Public Safety will determine what department is responsible for the vehicle receiving the citation.
    b. A copy of the citation and driver's information will be sent to the department director for review.
3. Department:
    a. The impacted department director will determine who was driving the vehicle at the time of the citation.

b. If a student was driving the vehicle under the direction of an instructor at the time of the citation, the department director will determine whether the student or the instructor is responsible for reimbursing Kirkwood for the citation.

4. Payment/Appeal:
    a. Within two weeks, the citation will either be paid or appealed to the City, which issued the citation. The decision to appeal will be made jointly by the department receiving the citation and Public Safety.
    b. If the decision is to pay the citation, the payment will be handled by Public Safety using a Kirkwood account designated for citation payments.
    c. The individual driving the vehicle at the time of the citation will reimburse Kirkwood for the cost of the citation. This reimbursement will be credited to the account designated for citation payments.
    d. If the student, faculty or staff member disagrees with the decision of who is responsible for reimbursement, they may discuss this with the impacted department director and Public Safety.
    e. If the decision is to appeal the citation, Public Safety will file the appeal. The department receiving the citation is responsible to have a department representative/driver attend the appeal hearing to represent Kirkwood.

Qualified Drivers:

All qualified drivers must be on Kirkwood Community College's approved driver list prior to driving a Kirkwood owned or rented vehicle or driving their personal vehicle on college business at any time.

Qualified drivers may operate Kirkwood owned vehicles for the purpose of conducting College business, provided the driver is at least 18 years old (21 for rentals), has an appropriate and valid US driver's license for the type of vehicle being driven and has adequate experience driving that type of vehicle.

Operating Vehicles as part of Training and Programming:

Student drivers must be at least 14 years old and possess a valid learner's permit. Students without a valid driver's license or with a permit, shall only operate vehicles under direct faculty/staff supervision and only as part of a course curriculum. Students that drive as part of a credit or non-credit class do not need to be on the approved list as long as they are under the direct supervision of their instructor.

Students with violations will only be allowed to train on a closed course under direct supervision of a Kirkwood faculty or staff member.

Driving Record Reviews:

Each department is responsible for providing the name of employee that may operate a College owned vehicle or drive a personal vehicle while conducting College business. A third-party vendor is used to check the individuals Motor Vehicle Record (MVR).

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Human Resources will review the driving record of current and new employees, who complete the MVR Disclosure Form. If approved, the individual will be added to the list of authorized drivers list and may drive for approved College business.

MVR's will be run at hire and in the event of driver record activity identified by a third-party vendor. MVR events will be scored and categorized by a third-party vendor and shared with Human Resources and Risk Management. The driver's record will be reviewed to determine compliance with Kirkwood Community College's driving standards and submitted to the commercial auto insurer for approval. Human Resources will notify the employees, their Manager, Fleet Services, and Risk Management of the decision.

Access to driver's record information is restricted to assigned staff in Human Resources, Risk Management and the third-party vendor. This information will be released when necessary to Kirkwood Community College's auto insurance carrier in a secure manner.

Motor Vehicle Records Check Criteria:

Employees with an unacceptable driving record may not drive a College owned vehicle, rental vehicle or a personal vehicle while conducting Kirkwood business at any time. An employee in a position where driving is a condition of their employment, may be terminated if their driving record does not comply with policy requirements.

Qualified drivers have a duty to disclose changes to their MVR throughout the year if the new violations would make them ineligible to drive under Kirkwood's criteria. Disclosure of violations must be made to Human Resources and Risk Management within **two weeks** of the date of the violation.

Human Resources and Risk Management reserve the right to decline driving privileges due to driving records even when meeting the requirements, if the record presents a high risk to the College.

An acceptable driving record is defined by SambaSafety as:

0-14 points: (Green/Yellow) Note: All violations are scored for 3 years unless otherwise noted.

- Current valid license status
- 0-2 low and medium severity violations
- 0-1 severe violations
- 0-1 accidents
- 0 DUIs over past 5 years

An Unacceptable driving record is defined by SambaSafety as:

15+ points: (Red) Note: **All violations are scored for 3 years unless otherwise noted**.

- Any current invalid, suspended or expired license status

- Any drug or alcohol offense (DUI) **in the past 5 years.**
- Any non-drug or alcohol disqualifying offense (15 points)
- 3 or more violations of any type
- 2+ accidents
- 2+ non-drug or alcohol severe violations (8-12 points, i.e.: reckless driving, distracted driving)

Appeals Process

- In the event of a disagreement over the information contained in a MVR supplied by a third-party vendor, an individual may work with Human Resources and Risk Management to correct or explain the information contained in the MVR.
- If driving privileges are declined, an appeal can be made to Human Resources and Risk Management for a final decision.

References

- Samba Safety Scoring Explained.

403.1 Drug-Free and Alcohol-Free Workplace Procedure

304.1 Tobacco and Smoke Fee Procedure

403.4 Cellular Phones in a Vehicle procedure

Department of Labor Occupational Safety & Health Administration regulations:

- OSHA Standard Numbers 1928 Subparts C and D for Agricultural Equipment
- OSHA Standard Numbers 1926.601 for Safety and Health for Construction (motor vehicles)

Definitions

Vehicle and Equipment: All self-propelled means of transportation where a person sits and rides. This includes, but is not limited to: trucks, cars, motorcycles, tractors, mowers, skid steers, forklifts, combines, gators and other small maintenance vehicles.

Qualified Driver: Full-Time, Part-Time and Seasonal Employee of Kirkwood Community College that has a valid US Drivers licenses and has passed the colleges MVR.

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Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	08/08/2014	Tom Kaldenberg, Vice President, Facilities and Security	New procedure
2	06/04/2018	Cabinet	New template
3	09/12/2019	Cabinet	Procedure template
4	04/02/2024	Cabinet	Updated
5	TBD	Cabinet	Updated