

## **USE OF COLLEGE VEHICLES**

### **Vehicle Use**

The College owns and rents vehicles for multiple uses to conduct its day to day business. The College strives to maintain its fleet of vehicles in good operating condition and expects those who are authorized to operate the vehicles to abide by guidelines set forth in this policy. The policy is written for the purpose of preserving the College's investment, ensuring effective utilization and promoting safety at all times while using the vehicles.

College vehicle use is restricted for College purposes only. College employees must not allow persons not authorized or employed by Temple College to drive or ride in a Temple College vehicle. Only approved designated drivers are allowed to drive licensed College vehicles.

College vehicles designated for instructional use (e.g., ambulances) will only be used for official College instruction. Responsibility governing the use of College instructional vehicles will be outlined in processes and procedures established by the specific Department Chair.

College vehicles designated for specific use (e.g., mail truck, physical plant pickup) can be occasionally used by others for official College business. Responsibility governing the use of specific use vehicles will be outlined in processes and procedures established by the specific department in charge of the vehicle(s).

### **Passenger Vehicles Assigned to Hutto Center**

Vehicle requests and use of vehicles located at EWCHEC- Hutto will be governed according to established Center procedures. Check out forms and mileage from vehicles assigned to the Hutto Center will be turned in to the Office Manager, Administrative Services on a monthly basis.

### **Safe Vehicle Transportation of Employees and Students**

The Associate Vice President, Resource Management has overall responsibility for and will ensure that the following training procedures are implemented to assist employees in understanding all practices pertaining to the safe transportation of employees and students.

### **Vehicle Safety Awareness and Designated Driver Training**

Temple College will provide vehicle safety awareness and designated driver training to all employees exposed to a risk to health, safety, or property during the loading, unloading, and transportation of employees and or students by this institution that is:

- 1) Funded by Temple College, and the travel is undertaken using a vehicle owned or leased by the institution; or
- 2) Required by a student organization registered at Temple College.

This training will include each of the following topics:

- 1) The different modes of travel likely to be used by employees and students.
- 2) Safety issues related to employee or student travel, including:
  - a) Collision statistics and a review of the 3 most common accidents
  - b) The common factors that cause accidents
  - c) The use of seatbelts or other safety devices with statistical data supporting the use of these items.
  - d) Passenger capacity and vehicle loading.
- 3) For the person providing transportation services:
  - a) Qualifications and training required to operate that particular mode of travel.
  - b) The role that driver fatigue plays in safe driving at the time of travel.
  - c) Driver attitude and handling emotions that adversely impact driver safety

### **Designated Driver Approval, Training, and Other Information**

All drivers are required to attend a Driver Safety Awareness Training Program administered by Campus Police prior to driving a College vehicle. Campus Police will check driver's records and in conjunction with the Vice President for Administrative Services reserve the right to disqualify any driver.

Drivers of College buses must attend a special orientation, possess a valid CDL (Commercial Driver's License), and will be subject to initial and random drug/alcohol testing. Drug testing will be limited to drug testing done in compliance with the Drug and Alcohol Screening for College Vehicle Drivers section below.

Drivers involved in infractions or accidents incurred while driving a campus vehicle may be subject to loss of driving privileges and charges filed against the driver, subject to infraction committed. Drivers may also be required to submit to drug testing when such testing should be helpful in evaluating the safety performance of a driver who is involved in an accident involving a campus vehicle.

Drivers involved in transporting students are also required to sign for and receive a copy of the Policy Regulating Student Travel from the Campus Police.

### **Safety Guidelines Pertaining to Employee and Student Travel**

The following Safety Guidelines will serve to document Temple College compliance with rules relating to certain travel by employees and enrolled students. These safety guidelines are in accordance with the Legislature of the State of Texas Policy Regulating Student Travel.

- 1) Drivers must have a current, valid driver's license in their possession at all times they are operating a vehicle owned or leased by Temple College. The license must be a class appropriate to the type of vehicle being operated. The institution must retain a photocopy of the license.

- 2) A background check of each driver will be obtained annually. Every designated driver is responsible for reporting any traffic violations received, either on the job or off the job to their supervisor no later than the close of the following business day.
- 3) Institution vehicles will not be permitted to operate under the following adverse conditions:
  - a) Highways covered with ice, sleet, or snow (Roads lightly covered with snow and deemed safe to drive by DPS are permitted.)
  - b) Dense fog which significantly reduces the driver's visibility.
  - c) Severe weather conditions i.e., flash flood warnings, tornado warnings and other adverse weather phenomena.

### **Passenger Vehicles for Individual or Small Group Transportation**

A fleet of college-owned small passenger vehicles is available by reservation for individual or small group transportation. The vehicles may be used by individuals or small groups for approved travel. All official College travel, including travel with students on school sponsored trips, must be approved in advance using forms obtained from the Purchasing Office (see Field Trip and Travel Policy). All trips utilizing College vehicles should be cleared for all individual or small group activities by completion of a Travel Request Form.

### **Check Out for Passenger Vehicles-Main Campus (Individual or Small Group Use)**

Vehicle Request and Report Trip Forms should be turned in to the Office Manager, Administrative Services prior to need. The individual or small group sponsor should make a reservation for the use of a vehicle a minimum of seven (7) days prior to the date of the scheduled trip.

The Office Manager, Administrative Services will issue the passenger vehicles on a first come basis. If passenger vehicles are all scheduled or taken out of service, the Office Manager, Administrative Services will notify the individual, small group, or department making the vehicle request that substitute transportation will have to be arranged after proper coordination with the Business Office.

Keys and fuel credit cards may be picked up from the Office Manager, Administrative Services for main campus vehicles usually the day prior to need. A time for pick up can be arranged by calling the Office Manager.

### **Check In for Passenger Vehicles-Main Campus (Individual or Small Group Use)**

If the trip is concluded before 5:00 p.m., the vehicle is to be checked in immediately following the trip. If the trip is completed after 5:00 p.m., check in should be the next morning at 8:00 a.m. If the trip will be terminated on a weekend, Monday will be considered the next morning.

Vehicle Request and Report Trip Forms showing mileage, etc., should be turned in with the keys, fuel credit cards, and fuel credit card receipts to the Office Manager, Administrative Services office on main campus.

Travel Request Forms are to be completed and returned to the Accounts Payable Office or respective Vice President, according to Personnel Handbook.

### **Buses for Large or Student Group Transportation**

The College also owns buses for transporting large groups of people. These vehicles may be used for College employee, student, and athletic groups for approved travel. All official College travel, including travel with students on school sponsored trips, must be approved in advance using forms obtained from the Purchasing Office (see Field Trip and Travel Policy). All trips utilizing College buses should be cleared for all employee, student, and athletic group activities by completion of a Travel Request Form. All interdepartmental charges apply (see below).

### **Check Out for Buses**

Vehicle Request and Report Trip Forms should be turned in to the Athletic Director's office personnel prior to need. The group sponsor or athletic coach should make a reservation for the use of a bus a minimum of seven (7) days prior to date of the scheduled trip.

The Athletic Director's office personnel will issue the buses on a first come basis. For annually scheduled activities (i.e., athletics) this will be done during the first week of school in the fall semester. Trip sponsors should take only the particular vehicle assigned for the requested activity unless permission to change vehicles is given by the Athletic Director. If a bus is taken out of service, due to maintenance problems, the group sponsor will have to arrange substitute transportation after proper coordination with the Business Office.

Keys and fuel credit cards may be picked up from the Athletic Director's office. Arrangements should be made by contacting the Secretary, Health and Physical Education during office hours Monday through Thursday to arrange a pick up time prior to need. Trip sponsors will have to coordinate pick up times within the part-time office hours for the Secretary, Health and Physical Education.

### **Check In for Large Passenger Buses**

If the trip is concluded before 5:00 p.m., the vehicle is to be checked in immediately following the trip. If the trip is completed after 5:00 p.m., check in should be the next morning before 10:00 a.m. If the trip be terminated on a weekend, Monday will be considered the next morning.

Vehicle Request and Report Trip Forms showing mileage, etc., should be turned in with the keys, fuel credit cards, and fuel credit card receipts to the Business Office or respective Vice President's office.

Travel Request Forms are to be completed and returned to the Business Office or respective Vice President.

## **General Use Regulations for All College Vehicles**

- 1) Posted speed limits shall be considered maximum speed limit for all College-owned vehicles. The use of a radar detector is prohibited while operating any institution vehicle. Drivers will be solely and financially responsible for violations incurred while driving a College-owned vehicle.
- 2) Seat belts will be worn by all occupants at all times while vehicle is in operation.
- 3) Use of a cellular phone is not allowed while driving a College vehicle. Sending or reading text messages, emails, dialing cellular phones, viewing television, videos, or DVD's and inputting data into laptop computers, personal digital assistants or navigation systems are prohibited while driving.
- 4) The consumption of food while operating an institution vehicle is prohibited.
- 5) No tobacco products or substances of abuse are to be used in College vehicles. Medication prescribed by a licensed physician that may adversely affect the safe operation of the vehicle must be reported to your supervisor.
- 6) Trip leader to drive lead vehicle and set the pace. No other trip vehicle shall pass.
- 7) Twenty minute rest stops will be taken every four hours.
- 8) Front seat passenger must remain awake on all long trips.
- 9) Loading items on top of the roof is prohibited, as this will increase the likelihood of rollover.
- 10) If a College vehicle breaks down while on a trip, employees should contact campus police and or appropriate supervisor.

A driver who encounters adverse driving conditions or a vehicle breakdown while on a trip away from the institution and who cannot operate the vehicle safely will stop and notify campus police and or their immediate supervisor and ask for instructions.

## **Maintenance of All College Vehicles**

- 1) It is the vehicle user's responsibility to keep the vehicles as clean as possible on all trips. All trash and papers should be removed at the conclusion of all trips and vehicle readied for next use.
- 2) In order to keep all vehicles in good repair, problems or damage should be reported on the Vehicle Request and Report Trip Form.
- 3) Maintenance and accompanying documentation of maintenance on all College vehicles will be assigned to designated personnel in a specified office location at Main Campus or Hutto Center.
- 4) The gas tank in each vehicle should be filled at the conclusion of the trip if the fuel capacity drops below one-half tank. Low fluid levels should be reported on the Vehicle Request and Report Trip Form or refilled if needed.

## **Interdepartmental Charges for Vehicles, Expenses for Drivers and Other Areas of Concern**

The interdepartmental charge for vehicle use differs according to vehicle type.

Each student group, athletic squad, or school activity is responsible for paying the driver's wages, room, and meals while on approved trips, if applicable. Drivers are paid by the hour for actual driving time.

In other areas of concern, please contact the Business Office or respective Vice President or Division Director.

## **DRUG AND ALCOHOL SCREENING FOR COLLEGE VEHICLE DRIVERS**

### **College Bus Drivers**

The purpose this policy is to prevent accidents and injuries resulting from alcohol or controlled substance use by drivers of commercial motor vehicles (see below).

In compliance with the federal Department of Transportation's Omnibus Transportation Employee Testing Act of 1991 and subsequent amendments, this policy is intended to comply with the College's mandatory obligations under the U.S. Department of Transportation (DOT) drug and alcohol testing regulations for commercial driver licensed (CDL) employees that are contained in 49 CFR Part 40, and 49 CFR Part 382. These regulations can be found at: [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov).

### **Commercial Motor Vehicle**

A motor vehicle or combination of motor vehicles used in commerce\* to transport passengers or property if the vehicle:

- 1) Has a gross combination weight rating of 11,594 or more kilograms (26,001 or more pounds) inclusive of a towed unit with a gross vehicle weight rating of more than 4,536 kilograms (10,000 pounds); or
- 2) Has a gross vehicle weight rating of 11,594 or more kilograms (26,001 or more pounds); or
- 3) Is designed to transport 16 or more passengers; or
- 4) Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

\*Commerce means: (1) Any trade, traffic or transportation within the jurisdiction of the United States between a place in a State and a place outside of such State, including a place outside of the United States; and(2) Trade, traffic, and transportation in the United States which affects any trade, traffic, and transportation described in part 1 of this section.

## **College Vehicles-Incident-Related Testing**

The College reserves the right to require its employees to present themselves for drug and alcohol testing following an employee's involvement in an accident which may result in lost work time, property damage, injury to a passenger, and/or injury to the individual while performing safety-sensitive function(s) like driving a College vehicle.

### **Post-Accident Testing**

#### **A. Alcohol**

As soon as practical following an accident, an alcohol test will be administered to the following drivers:

- a. Each surviving driver who was performing safety-sensitive functions with respect to the vehicle, if the accident involves loss of life.
- b. Each surviving driver who received a moving traffic violation arising from the accident, if the accident involved:
  - i) bodily injury to any person that necessitated immediate medical treatment away from the scene of the accident; or
  - ii) at least one vehicle incurred disabling damage as a result of the accident that required the vehicle to be transported away from the scene by a tow truck or other vehicle.

The test should be administered within two (2) hours of the accident. If the test is not administered within that time, the driver's supervisor shall prepare a written report explaining why a test was not given.

Drivers shall remain readily available for testing. A driver leaving the scene of an accident without a valid reason prior to submission to the test may be deemed to have refused to submit to testing.

A breath or blood alcohol test conducted by a law enforcement agency will be considered to meet these requirements if the test meets the requirements of the Federal Act and the test results are obtained by the College.

#### **B. Controlled Substances**

As soon as practical following an accident, a test for controlled substances will be administered to the following drivers:

- a. Each surviving driver who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life.
- b. Each surviving driver who received a moving traffic violation arising from the accident, if the accident involved:
  - i) bodily injury to any person that necessitated immediate medical treatment away from the scene of the accident; or

- ii) at least one vehicle incurred disabling damage as a result of the accident that required the vehicle to be transported away from the scene by a tow truck or other vehicle.

The test is to be administered within 32 hours of the accident. If no test is made within that time period, then no test will be made and the driver's supervisor will prepare a written report stating the reasons for not administering a prompt test.

Drivers shall remain readily available for testing. A driver leaving the scene of an accident without a valid reason prior to submission to the test may be deemed to have refused to submit to testing.

A urine test for controlled substances administered by a law enforcement agency will be considered to meet these requirements if the test meets the requirements of the Federal Act and the results are obtained by the College.

### C. Prohibitions

A driver will not be permitted to report to duty or to remain on duty requiring the performance of a safety-sensitive function if:

#### a) Alcohol

- 1) The driver has an alcohol concentration of 0.02 or higher as measured on a breath test.
- 2) The driver displays behavior or appearance characteristics of alcohol misuse.
- 3) The driver is under the influence of or is impaired by alcohol, as shown by behavioral, speech and performance indicators of alcohol misuse.
- 4) The driver possesses alcohol while on duty.
- 5) The driver uses alcohol during duty performance.
- 6) The driver has used alcohol within the four (4) hours prior to performing duties.
- 7) The driver has had an accident within the last eight (8) hours and has not taken a breath test showing clearance from prohibited alcohol levels.
- 8) The driver has refused to take a breath test for alcohol use.
- 9) The driver is taking any prescription or non-prescription medication containing alcohol, even if the driver has notified the driver's supervisor of the medication use.

#### b) Controlled Substances

- 1) The driver uses any controlled substance, unless the use is pursuant to a physician's written certification stating that the use does not adversely affect the driver's ability to safely operate a motor vehicle.
- 2) A supervisor or administrative employee has actual knowledge that a driver has used a controlled substance.
- 3) The driver has a positive confirmed test for a controlled substance.
- 4) The driver displays behavior or appearance characteristics of controlled substance use.

- 5) The driver has refused to take a controlled substance test.
- c) Refusal To Test
- A driver has refused to take an alcohol or controlled substance test if s/he:
- 1) Fails to appear for any test as directed by the College.
  - 2) Fails to remain at the testing site until the testing is complete.
  - 3) Fails to provide a urine specimen.
  - 4) Fails to provide a sufficient amount of urine when there is no adequate medical explanation for the failure.
  - 5) Fails to permit a directly observed or monitored collection.
  - 6) Fails or declines to take a second test the College or collector has directed.
  - 7) Fails to undergo a medical examination or evaluation as directed by the Medical Review Officer (MRO) as part of the verification process or as directed by the Designated Employer Representative (DER) when the urine sample was insufficient.
  - 8) Fails to cooperate with any part of the testing process (e.g. refuses to empty pockets when directed to do so, behaves in a confrontational way that disrupts the collection process).
  - 9) Has a verified adulterated or substituted test result.

D. Disciplinary Action

Employees who violate any prohibition in this policy will be subject to disciplinary measures, up to and including employment termination. Likewise, employees whose test results are positive for alcohol or controlled substances are subject to disciplinary actions, up to and including employment termination. The same disciplinary consequences face individuals who provide false information in connection with the testing process or who fail to cooperate with the College's efforts to fulfill its testing obligations.

E. Storage of Drug Screen Results

All results of drug screening for drivers of College vehicles identified in this section of the policy will be reviewed by and stored in the Campus Police Office.

F. Maintenance of Records

Upon written request, a driver is entitled to obtain copies of any College records concerning the driver's use of alcohol or controlled substances, including test results. The College shall not release individual test results or medical information about a driver to third parties without the employee's specific written consent to the release of a particular piece of information to a particular person or organization. Notwithstanding this prohibition, the College may release information pertaining to a driver's drug or alcohol test without the employee's consent in certain legal proceedings.