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800 RISK MANAGEMENT

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COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE

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810.01 VEHICLE FLEET SAFETY POLICY

1. Policy Statement

Vehicle accidents can be costly to the CCSNH, but more importantly, they may result in injury to CCSNH employee drivers or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the CCSNH endorses all applicable state motor vehicle regulations relating to driver responsibility. The CCSNH expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude taken by drivers when behind the wheel is the single most important factor in driving safely.

2. Policy Purpose

The purpose of this Policy is to ensure the safety of those Community College System of New Hampshire (CCSNH) representatives and employees who drive CCSNH or personal vehicles for CCSNH business.

3. Scope of Policy

This policy applies to all CCSNH representatives, faculty and staff.

4. Driver Eligibility

- CCSNH vehicles are to be driven by authorized CCSNH representatives and employees only.
- Spouses and other family members are not authorized to drive CCSNH vehicles.
- Drivers must complete a Safe Driver training prior to operating a vehicle on CCSNH business, after any accident, and then a refresher course once every three years thereafter.
- Any CCSNH authorized driver who has a driver's license revoked or suspended shall immediately notify Human Resources, and discontinue operation of any CCSNH vehicle and their personal vehicle for CCSNH

business. Failure to do so may result in disciplinary action, including dismissal.

- All accidents, regardless of severity, must be reported to the police and to the fleet insurance carrier and/or Risk Management. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including dismissal.
- Drivers must immediately report all summonses received for moving violations during the operation of a company vehicle to his/her immediate supervisor.
- All CDL drivers must comply with all applicable D.O.T. regulations, including successful completion of medical, drug, and alcohol evaluations.
- Driver's license verification is required annually.
- CCSNH will not process a mileage reimbursement request until the requesting driver completes the Safe Driver training course and provides license verification. (Driver license verification must be completed once annually)
- Motor Vehicle Records may be ordered periodically to assess CCSNH authorized driver driving records. An unfavorable record will result in a loss of the privilege of driving a CCSNH vehicle or a personal vehicle on CCSNH business.

5. Eligibility System

The following system will be used to determine eligibility to operate a CCSNH vehicle:

- **ALL TYPE 'A' VIOLATIONS** (as defined below) WILL RESULT IN TERMINATION OF DRIVING PRIVILEGES FOR EMPLOYEES AND WILL DISQUALIFY ANY POTENTIAL DRIVER EMPLOYEES.
- ANY DRIVERS (EMPLOYEES OR APPLICANTS) SHOWING ONE OF THE FOLLOWING WILL BE RESTRICTED FROM DRIVING CCSNH VEHICLES:
 1. One (1) or more type 'A' Violations in the last 3 years
 2. Three (3) or more accidents (regardless of fault) in the last 3 years.
 3. Three (3) or more type 'B' violations in the last 3 years
 4. Any combination of accidents and type 'B' violations which equal Four (4) or more in the last 3 years.

Type 'A' Violations:

- Driving While Intoxicated
- Driving While Under the Influence of Drugs
- Negligent Homicide Arising out of the use of a Motor Vehicle (gross negligence)
- Operating During a period of Suspension or Revocation
- Using a Motor Vehicle for the commission of a Felony
- Aggravated Assault with a Motor Vehicle

- Operating a Motor Vehicle Without the Owners Authority (grand theft)
- Permitting an Unlicensed Person to Drive
- Reckless Driving
- Speed Contest (racing)
- Hit and Run (Bodily Injury or Property Damage)

Type 'B' Violations

- All Moving Violations not listed as type 'A' Violations

6. Driver Safety Rules

- The use of a CCSNH or personal vehicle for business purposes while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including dismissal.
- No driver shall operate a CCSNH vehicle or personal vehicle for business purposes when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- All drivers and passengers operating or riding in CCSNH or personal vehicles for business purposes must wear seat belts, even if air bags are available.
- No unauthorized personnel (e.g. Hitch-hikers) are allowed to ride in CCSNH vehicles.
- Drivers are responsible for the security of CCSNH vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.
- Head lights shall be used 1/2 hour after sunset and 1/2 hour before sunrise, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be seen clearly.
- All other state laws, local laws, or D.O.T. Regulations must be obeyed.