

BATES COLLEGE MOTOR VEHICLE POLICY:

I. Introduction:

The Bates College Motor Vehicle Safety Handbook and Policy is based on a loss prevention model which establishes the safety of drivers and passengers as a fundamental priority in the operation of Bates College Motor Vehicles. For policy purposes, the term “Bates College Motor Vehicle” includes all motor vehicles owned, leased or rented by the College and employee-owned and leased vehicles while in use for College business purposes.

Experience tells us that motor vehicle accidents are preventable. Working to prevent and reduce the number of motor vehicle accidents helps to lower the incidence of personal injuries, lowers the aggregate cost of property damage, and works to reduce the insurance costs while serving as an important part of the larger effort to foster a safe educational environment at the College.

The safety and well being of the College’s students, faculty and staff are important goals for all elements of the College’s programs. While it is the responsibility of all community members to participate in safe practices, it is particularly important that every student or member of the College’s faculty and staff who accepts the responsibility to operate a Bates College Motor Vehicle should consider safety as a fundamental part of the obligations which obtain in that capacity.

Please read the Bates College Motor Vehicle Safety Handbook carefully and take very seriously the responsibility you accept by becoming a driver of a Bates College Motor Vehicle.

All student drivers as well as faculty and staff under the age of 25 will be required to take a safe driving course and to sign an Agreement for Operation of Bates College Motor Vehicles form in order to be certified for driving Bates College Motor Vehicles.

This Handbook and Policy addresses not only the rules governing the operation of Bates College Motor Vehicles (part II) but, also the circumstances under which Bates College students may be approved to drive Bates College Motor Vehicles in support of academic, co-curricular, and formally organized extracurricular activities of the College (part III).

II. Rules Governing the Operation of Bates College Motor Vehicles:

A. Compliance with Traffic Laws

Operators of Bates College Motor Vehicles will comply with all motor vehicle regulations, laws, and ordinances at all times.

B. Alcohol and Drugs

The use of alcohol and/or drugs by the driver or passengers of Bates College Motor Vehicles is strictly prohibited, either while in possession of the vehicle or within 8 hours prior to such possession. Violation of this provision will be grounds for immediate termination of driving privileges under this policy.

C. Safety Belts

In compliance with state law, all drivers are required to use safety belts while operating a motor vehicle for the College. Similarly, all passengers, regardless of placement in the vehicle, must wear safety belts while the vehicle is in motion. It is the driver's responsibility to insure 100% compliance with this aspect of policy.

D. Certified Drivers of Bates College Motor Vehicles

Bates College students must be certified in order to drive Bates College Motor Vehicles. Faculty and staff under the age of 25 must be certified in order to drive Bates College Motor Vehicles. Standards and requirements to be certified as certified are described in this section II-D, below.

The Driver Safety Program consists of 1.5 hours instruction. Training is good for four (4) academic years. Training sessions are coordinated by the Driver Trainer and will be announced in the Bates Daily, through email and on the Security web site. If you have questions about training or need to sign up for a course, please contact Officer Adam Mayo at amayo@bates.edu

Other faculty and staff are authorized to drive Bates College Motor Vehicles so long as they possess an approved driver's license from one of the fifty states of the United States. Exceptions to this blanket authorization for faculty and staff age 25 years and over may be necessary where there is a demonstrated record of unsafe driving practices by the individual.

To become a certified driver of Bates College Motor Vehicles, Bates College students as well as faculty and staff under the age of 25 must:

1. Possess a valid driver's license from one of the fifty states of the United States of America.
2. File with the Department of Security and Campus Safety (no less than 5 days before the class date) a Bates College Driver application and a **copy of your motor vehicle driving record**.
3. Have less than ten (10) points on their Motor Vehicle Record check.
4. Attend and satisfactorily complete a Driver Safety Program conducted by the College. Completions of the course by student drivers are good for four (4) years.
5. Provide to the Department of Security and Campus Safety yearly with updated Motor Vehicle violations history report.

Disqualification: Motor Vehicle Records are scored using a point system. Persons who have ten (10) or more points (major violations, i.e., driving under the influence of alcohol or drugs, reckless operation, hit and run, driving under suspension, fleeing from a police officer) after a review of their Motor Vehicle Record is ineligible to drive a Bates College Motor Vehicle. Persons who are convicted of a major violation after becoming an approved driver must notify the

College's Driver Safety instructor or their designee in which event authorization to drive a Bates College Motor Vehicle will be withdrawn

E. Authorized Passengers

Only those individuals affiliated with the College, i.e., faculty, staff, students, or invited guests, are to be transported in Bates College Motor Vehicles. Personal use is strictly prohibited. It is the driver's responsibility to enforce this policy.

F. Accidents Involving College Vehicles

If there is an accident involving a Bates College Motor Vehicle, the first order of safety is to attend to the injured parties and to take care that all parties are safely out of further harm's way in the area of the accident. Note: injured parties should be moved only by medical personnel except under the most unusual and crisis-like circumstances to prevent added trauma arising to the victim.

Each driver's packet contains information on accident reporting, as well as an insurance card bearing the name of the College's insurance broker. No driver should operate a Bates College Motor Vehicle for the College unless s/he has the accident reporting kit and the insurance card in their possession.

Bates College policy requires that any accident involving Bates College Motor Vehicles, regardless of severity, location, or fault, should be reported ***immediately*** to the law enforcement authority within the jurisdiction where the accident occurred **and** to the Department of Security and Campus Safety at Bates College (207-786-6254).

Other points for consideration in the event of an accident:

1. Make no statement to anyone other than to law enforcement personnel or to the Bates College Director of Security and Campus Safety.
2. Make no statement about payment of damage.
3. Admit no liability.
4. Move the vehicle only when so instructed by police unless your best judgment under the circumstances is that moving the vehicle is the best and safest course of action.

Drivers of College vehicles are responsible for all citations received as a result of an automobile accident, excessive speed and other moving violations.

Driving privileges may be suspended or revoked after an accident with a College Motor Vehicle upon further investigation of all accidents.

G. Bates College Safe Driving Course

All Bates College students and all faculty and staff under the age of 25 who will drive a Bates College Motor Vehicles must first complete the required driver's application, submission of the drivers motor vehicle record with yearly updates and successfully complete the Safe Driving Course conducted by the College before any Bates College Motor Vehicle may be used.

H. Driver Responsibility in Bates College Motor Vehicles

The ultimate responsibility for the safety and well being of all passengers belongs to the driver of the Bates College Motor Vehicle. No policy or procedural statements can eliminate that responsibility. All laws must be obeyed and good safety practices followed on an ongoing basis.

The areas listed below further define the driver's responsibilities.

1. Equipment

Any equipment discrepancies, failures, or vehicle damage should be reported to the Office of Security and Campus Safety, and for rented/leased vehicles, to the company owning the vehicle. Inspect the vehicle before using so that pre-existing problems are noted at the outset and, if possible, corrected before vehicle use. Vehicles thought to be unsafe should not be taken out on the road under any circumstances.

2. Cargo

All cargo and equipment shall be stored in a secure fashion so that it does not interfere with the safe operation of the vehicle or endanger the safety of the passengers. Cargo should be stored elsewhere than behind the rear wheels of a 12 passenger van as it contributes to poor handling characteristics of the vehicle in the event of an emergency or tire failure. If the number of passengers is less than 10, cargo could be stored over the axle or in front of it. Cargo should not exceed 200 lbs. in this event. The cargo should be secured as to prevent it from being a hazard in the event of an accident. Cargo on the roof of a 12 passenger van or any other vehicle is not permitted. Transportation of a trailer with a 12 passenger van is also prohibited.

3. Uncooperative Passengers

Passengers who do not, by their actions while being transported in a Bates College Motor Vehicle, support the safe driving goals of this policy should be reported by the driver to the departmental supervisor who approved the use of the Bates College Motor Vehicle for College business.

4. Distractions

The driver's attention should always be on the safe operation of the vehicle. Distractions such as eating or drinking should be refrained from while the vehicle is in motion. Smoking is prohibited in College vans.

I. Unauthorized Use of Bates College Motor Vehicles

Only authorized and certified drivers may drive Bates College Motor Vehicles. Drivers for whom vehicles have been signed out or rented are not authorized to delegate driving responsibilities to other drivers except in an emergency and, then, only where the delegated driver is a certified driver for Bates College Motor Vehicles. Improper delegation of driving responsibility may lead to a suspension of driving privileges for the individual in question.

In the case of long term rentals of vehicles (typically in the intercollegiate athletics program) a faculty or staff member will be the driver of record and responsible for assuring that those who drive the vehicle are properly authorized to do so under this policy.

J. Passenger Vans:

Bates College will no longer utilize 15 passenger vans. No more than 10 passengers including the driver should ever be in a Bates College Motor Vehicle at any time.

III. Approvals Required for Bates College Students to Drive Bates Motor Vehicles:

The College distinguishes between the question of the rules for qualifying Bates College students for driving Bates College Motor Vehicles (addressed in part II, above) and the processes and policies which will govern the acceptable circumstances wherein Bates College students may be asked to drive Bates College Motor Vehicles.

Broadly speaking, Bates College students will be authorized to drive Bates College Motor Vehicles only when absolutely necessary for the direct support of the College's academic, co-curricular, and formally organized extracurricular programs and when faculty or staff personnel are not available to serve in the capacity of driver.