I. Introduction:

For policy purposes, the term “Bates College Motor Vehicle” includes all motor vehicles owned, leased and/or rented by the College and employee-owned and leased vehicles while in use for College business purposes.

The safety and wellbeing 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 Policy carefully and take very seriously the responsibility you accept by becoming a driver of a Bates College Motor Vehicle.

IF YOU HAVE ADDITIONAL QUESTIONS ABOUT TRAINING PLEASE CONTACT OFFICER/DRIVER TRAINER JOHN HEUTZ at jheutz@bates.edu

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 a Bates College Motor Vehicles is strictly prohibited, either while in possession of the vehicle or within 24 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 the policy.

D. Certified Drivers of Bates College Motor Vehicles Bates College students must be certified in order to drive Bates College owned or rented motor vehicles. Additionally, faculty and staff under the age of 25 must also be certified to drive college owned or rented vehicles. Standards and requirements for certification are described in the section below.
The Driver Safety Program consists of three online training videos, related quizzes and a road test with the Driver Trainer or his/her designee. Faculty and staff are authorized to drive Bates College Motor Vehicles without having to take the training class so long as they possess a valid driver's license from a state in the U.S. and are 25 years of age or over. Exceptions to this may be necessary where there is a demonstrated record of unsafe driving practices by the individual. In such cases, the driver may be required to submit to additional driver training or may be banned from driving college owned/rented vehicles. Determinations of this nature will be addressed, reviewed and decided by both the Driver Trainer and the Director of Security. All decisions are FINAL.

TO BECOME A CERTIFIED DRIVER OF BATES COLLEGE MOTOR VEHICLES, BATES COLLEGE STUDENTS AS WELL AS FACULTY & STAFF UNDER THE AGE OF 25 MUST:

1. Be at least 18 years of age and have a valid and current U.S. state driver’s license. Drivers possessing only an international driver’s license are ineligible to drive or rent college vehicles.

2. Self enroll in the “Bates Security Driving Certification” class found on Lyceum.

https://lyceum.bates.edu/

3. Once enrolled, the applicant must electronically submit for verification, review and approval by the Driver Trainer the following materials:

   a. A Bates College driver application. By filling out the application, you agree to adhere to and acknowledge your understanding of the college’s policy and procedures regarding the proper and safe operation of college owned/rented motor vehicles. You also acknowledge that you have read and understand the policies and procedures governing safe/responsible operation of college owned/rented motor vehicles.

   b. Complete and pass of ALL THREE online quizzes.

   c. A recent copy (not older than 90 days) of your motor vehicle driving record.

PLAN AHEAD. The time it takes to receive a motor vehicle record varies widely from state to state. Some states have an online system where the record can be obtained instantly while others require additional authorizations and/or considerable time to obtain records. In these situations, the individual will need to make their request directly to their local Department of Motor Vehicles office. Records must show the driver’s name and at least a three year history.

Materials submission MUST BE DONE AT LEAST TEN (10) DAYS PRIOR to your intended road test date. Those arriving with incomplete/missing paperwork or
have submitted paperwork less than 10 days prior to the intended road test date WILL NOT be allowed to take the road test. NO paper or hard copies of driving records, applications, and or quiz results will be accepted for any reason. ALL paperwork MUST be verifiable on the “Instructor” side of Lyceum.

If you’re having problems accessing the class or uploading records into Lyceum, please contact the HELP DESK at EXT#8222. Security is unable to assist with these types of computer or software related issues.

4. E-mail the Driver Training Coordinator J. Heutz (jheutz@bates.edu) and request an appointment for the next scheduled road test. Appointments ARE REQUIRED and will be assigned on a first come, first served basis. Those without appointments, will not be administered a road test.

5. Have less than ten (10) points on their Motor Vehicle Record check

   a. 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 Trainer or their designee in which event authorization to drive a Bates College Motor Vehicle will be suspended.

   b. The Driver Trainer will evaluate the applicant's MVR based on the Point System for MVR Evaluations. An unacceptable driver is any individual who does not hold a valid driver's license or scores a total of ten (10) points or more over the past three (3) calendar years based on the Point System for MVR Evaluations referred to above. Points will be based solely upon information obtained from the MVR. MVRs will be reviewed and will be kept confidential. The College scores MVRs based on the Point System for MVR Evaluations which may not correspond to the driver’s state point system. Applicants will be notified by the Driver Trainer of their eligibility. All applicants and approved drivers may attend, at their personal expense, a defensive driving program approved by the Driver Trainer to improve their driving score. Successful completion (must be documented) of the defensive driving course will result in the driver receiving three (3) point credits toward his or her MVR screening. For example, an applicant with an MVR score of ten (10) who is ineligible to drive a College motor vehicle may successfully complete a defensive driving course and reapply with an MVR score of seven (7).

6. Successfully pass a road test. Applicants will be required to demonstrate safe operation and maneuvering of the vehicle, be expected to adhere to traffic laws/signage/lights and be able to maneuver the vehicle into a parking space.
Upon successful completion of the driver training program, the applicant will be issued a numbered security label (removal will “void” the label along with your driving privileges). This label will be affixed to the back of your Bates ID and will serve as evidence of your current driver certification. You will be required to show your driver’s license AND Bates ID along with the affixed certification label anytime you rent or sign out a college vehicle.

**All driver certifications/labels expire on August 15.** You can renew your driver certification by simply submitting an updated motor vehicle record for review. The updated driving record MUST be reviewed by the Driver Trainer or his/her designee ONLY. Paperwork given to or left with anyone other than the Driver Trainer or his/her designee will NOT be accepted.

After review, and providing the driver still meets the driver requirements, the motor vehicle record will be returned and a new label will be affixed to the back of your Bates ID.

**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. Crashes/Accidents Involving College Vehicles** 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). If the accident or incident takes place on the Bates College Campus the local jurisdiction will be Bates College Security- (207) 786-6254. An Officer will report to your location to file a report.

If there is an accident involving a Bates College Motor Vehicle, the first priority is to attend to the injured parties and to insure 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 to the victim.

All college owned/rented vehicles have a driver’s informational packet in the glove box. Each packet contains information regarding 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.

**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.

If a College owned vehicle is damaged and cannot be driven and the Department of Safety and Security authorizes it, the vehicle will be towed by AAA. If a rental vehicle is damaged, follow the procedures outlined in the rental agreement and/or posted inside the vehicle. In addition, contact the Department of Security and Campus Safety to report the accident. Unless approved by the Department of Security and Campus Safety, in consultation with the College's in-house mechanic, any damaged College Motor Vehicle or rental vehicle must be returned to campus or the rental location immediately following an accident.

**ACCIDENT REPORTING FORMS:**

For any accident or damage occurring involving a College owned or rental vehicle, drivers must complete a Bates College Accident Report within 24 hours and submit it to the Department of Security and Campus Safety Communications Center. Blank reports may be picked up from the Communications Center. The Department of Safety and Campus Security will notify the College’s risk manager.

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

Failure to report any incidents and/or failure complete a Bates College Accident Report within 24 hours will result in loss of all driving privileges of College owned vehicles and may result in the loss of insurance benefits to the College and result in your department/organization being charged the cost of repairs.

**RENTAL VEHICLES:**

In the event of any potential claims involving a rented vehicle, a copy of the rental agreement must also be submitted along with the Bates College Accident Form.

**BREAK DOWNS:**

If a breakdown of a college OWNED vehicle occurs, call the Security Communications Center at (207-786-6254) for further assistance as the College uses AAA services.

If a breakdown of a college RENTAL vehicle occurs, call the rental companies after hour’s number provided by the rental company for further assistance. If no one can be reached at the rental after hours number, call the Security Communications Center at the number above.
G. Driver Responsibility in Bates College Motor Vehicles The ultimate responsibility for the safety and wellbeing of all passengers belongs to the driver. No policy or procedural statements can eliminate that responsibility. All laws must be obeyed and good safety practices followed at all times.

H. The areas listed below further define the driver’s responsibilities.

1. Equipment Any equipment discrepancies, failures, or vehicle damage should be reported to the Department of Security and Campus Safety. For rented or 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 10 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 10 passenger van or any other vehicle is not permitted. Transportation of a trailer with a 10 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, drinking and/or electronics use should be refrained from while the vehicle is in motion. Smoking is prohibited in College vans.

5. Cellular Phone and Electronic Device Use while Operating a Vehicle Employees and/or students whose job responsibilities includes driving a college owned, rented, borrowed, leased, or personal vehicle while conducting college business, as defined in the Motor Vehicle Policy, will refrain from using their phones, and electronic devices while driving. This includes College owned and personal cellular phones and electronic devices.

Drivers shall comply with all federal, state, and local laws and regulations regarding the use of mobile technology devices including cellular phones. Incoming or outgoing cellular phone calls are not allowed while driving. 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 per law and college policy.
Driving while distracted in the State of Maine is a moving violation (Sec. 1. 29-A MRSA §2118). Crashes incurred while the driver is using a cellular phone or electronic device may be considered to be preventable and the driver may be subject to disciplinary action. Anyone who is charged with traffic violations resulting from the use of their phone or an electronic device while driving will be responsible for all financial liabilities (fines associated with citations) that result from such actions.

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 or 12 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.

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