

BATES COLLEGE MOTOR VEHICLE POLICY: (Revised October 2017)

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 and/or rented by the College and employee-owned and leased vehicles while in use for College business purposes.

Experience tells us that motor vehicle crashes are preventable. Working to prevent and reduce the number of motor vehicle crashes 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 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.

All student drivers as well as faculty and staff under the age of 25 will be required to take a Safety Driving Course provided by the College Department of Security and Campus Safety, file a “Driver’s Application with the Department, sign an Agreement for Operation of Bates College Motor Vehicles form and provide the department with a current copy of your Driver’s Record in order to be certified for driving Bates College Motor Vehicles.

This 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).

All program information and training dates can be found at <http://www.bates.edu/security/crime-preventionsafety-programs/driver-training-program-policy/>.

IF YOU HAVE ADDITIONAL QUESTIONS ABOUT TRAINING OR NEED TO SIGN UP FOR A COURSE, PLEASE CONTACT THE TRANSPORTATION COORDINATOR KEVIN PLAISTED at kplaiste@bates.edu (207)-786-6337

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 Vehicle 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 Motor Vehicles. Additionally, faculty and staff under the age of 25 must also be certified to drive Bates College Motor 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 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**.

Faculty and Staff members who are under that age of 25 must contact the Transportation Coordinator Kevin Plaisted @ (kplaiste@bates.edu) for instructions on becoming certified to drive college owned/rented vehicles.

TO BECOME A CERTIFIED DRIVER OF BATES COLLEGE MOTOR VEHICLES, BATES COLLEGE STUDENTS 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. E-mail the Transportation Coordinator Kevin Plaisted (kplaiste@bates.edu) a request to be added to the next scheduled class. **Requests MUST be made AT LEAST 48 HOURS PRIOR to the upcoming training class.**

3. Before being entered in the class, students will be required to have successfully completed and submitted their application, have completed and passed the three on-line tests and have obtained and submitted a copy of their most recent driving record to the Transportation Coordinator **(in person)** for review. Access to the class including the three required tests and documentation submission will be done by going to Security & Campus Safety web page and clicking on the link. Documentation is to be submitted in this manner **ONLY**.

Driver applicants ARE REQUIRED to have ALL the necessary paperwork in order PRIOR to requesting a date and time for a road test. Those arriving with incomplete and/or missing paperwork will not be allowed to take the road test and must reschedule.

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

MVR Point System

Type of Citation	Point Value
Driving without a license	10
Driving while license is suspended or previous suspension of license	10
Driving while under the influence of alcohol	10
Driving while under the influence of narcotics	10
Operating without the owner's permission	10
Fleeing or eluding a police officer	10
Any serious violation (i.e. reckless or careless driving, leaving the scene of an accident, open intoxicants in car, illegal transportation of alcohol, etc.)	6
Any speeding violation from 1-10 mph over speed limit	2
Any speeding violation from 11-20 mph over speed limit	4
Any speeding violation 21 mph or more over speed limit	6
Any standard moving violation (i.e. speed too fast for conditions, failure to stop/signal, failure to wear seat belt, etc.)	2
At fault accident (any event which results in damage to a vehicle or property, or injury to a person) with damages of less than \$2,000 combined damage all vehicles and property	4
At fault accident (any event which results in damage to a vehicle or property, or injury to a person) with damages of \$2,000 or more combined damage all vehicles and property	6

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).

5. 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 bringing a current copy of your driving record to the Transportation Coordinator's Office located in Chase Hall room 141 for review and a new label will be affixed to the back of your Bates ID.

PLAN AHEAD AT RENEWAL TIME. The time it takes to receive a state 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. Regardless of the situation, the applicant must 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.**

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 hour's 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.

IF YOU HAVE ADDITIONAL QUESTIONS ABOUT TRAINING OR NEED TO SIGN UP FOR A COURSE, PLEASE CONTACT THE TRANSPORTATION COORDINATOR, KEVIN PLAISTED at kplaiste@bates.edu (207)-786-6337