
	ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose


The purpose of this procedure is to establish College motor vehicle standards of conduct and operation and a driver approval process for employees who operate motor vehicles while conducting business on behalf of Florida State College at Jacksonville (FSCJ or College). The goal of this procedure is to help prevent accidents, minimize the risk of personal injury and to protect College assets.

Procedure

- A. For this procedure the term “College vehicle” shall include any motor vehicle, owned, leased, or rented designed for use on public roadways (cars, buses, vans).
- B. College vehicles shall only be operated by college employees and used only for official College business. Students who are not receiving compensation from FSCJ for employment or services to the College are not covered by the College’s insurance and are strictly prohibited from operating a College vehicle.
- C. Use of tobacco products or electronic nicotine devices is prohibited in or on all College vehicles. Drugs and/or alcohol may not be consumed or transported in College vehicles or in vehicles being used for College business. Drivers may not operate a vehicle if using any prescription medication that carries any impairment warning, including without limitation, “may cause drowsiness” or “do not operate heavy machinery while using.” Any driver found operating a College vehicle under the influence of alcohol or drugs (including medications that would impair the driver) during the course of their driving or working hours may be criminally prosecuted and subject to College disciplinary proceedings that may result in sanctions up to and including discharge from employment or suspension or expulsion from the College.
- D. Authorized College drivers driving College vehicles shall always operate a College vehicle in compliance with applicable motor vehicle laws and local ordinances.
- E. The use of any portable electronic or digital devices, such as a cell phone for talking or texting while operating a College vehicle or a rented/leased or privately-owned vehicle on College business is strictly prohibited and will result in loss of driving privileges. Drivers should safely stop and park the vehicle before initiating or receiving a call or text.
- F. At the start of every trip, the driver will conduct a safety check. If a driver detects a possibly unsafe mechanical or physical condition (i.e. low tire pressure, dirty windshield, etc.) prior to a trip, it should be reported and corrected in accordance with APM 06-0603.
- G. Seatbelts and shoulder harnesses shall be worn by drivers and passengers whenever the vehicle is in motion. There may not be more passengers than the number of safety belts in the vehicle. Drivers should avoid placing any loads on the roof. Minor students shall not be transported in College vehicles without parental signed authorization and a release of liability.

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- H. All College drivers driving a 15 passenger van must complete the online course “Defensive Driving for Passenger Vans” arranged through Risk Management. In the event of an immediate need of a driver for a passenger van, this requirement may be temporarily waived by the Executive Director of Risk Management. When a passenger van is not full, the driver shall ensure passengers and cargo are forward of the rear axle.
- I. A mileage log shall be kept for each College vehicle with a record made of odometer readings at departure from and return to the College. The odometer reading will be required only at the end of each working day when a vehicle is assigned by the day to a tradesman, mail delivery or other activity requiring a variety of trips on and between campuses. Odometer readings shall be recorded to the nearest tenth of a mile. Any dents or other damage on the vehicle shall be noted on the log before departure. Gasoline or oil added to vehicles shall be recorded on the log. After a trip, any mechanical problems or vehicle damage that the driver is aware of shall be recorded on the log, and the driver shall inform the vehicle custodian of the problem when the key is returned.
1. For College vehicles, vehicle custodians are to review the log sheets each month for completeness and accuracy, and to ensure all use was for College business. The Senior Supervisor of Campus Plant for Downtown Campus is responsible for maintaining the log records through a subordinate assigned as custodian of vehicle records. The vehicle log form is to be signed by the vehicle custodian and forwarded to the custodian of vehicle records on Downtown Campus each month. Vehicle logs shall be kept for the duration of vehicle ownership or lease, plus (one) 1 anniversary year.
- K. In the event of an accident, the driver should take all reasonable steps to protect the vehicle from further damage, and should keep a record of any personal expenses incurred in doing so. Any accident, damage to the vehicle, or theft of the vehicle should, upon becoming known to the driver, be reported to and investigated by a police officer with local jurisdiction. The driver shall promptly notify his or her supervisor, College Security and Risk Management, and shall provide all information required for completion of an incident report. At a minimum, the incident report must include, based on the information available when the report is written, how, when and where the accident or loss occurred and, to the extent possible, the names and addresses of any injured persons and witnesses. Additionally, a [First Report of Injury](#) form shall be completed in accordance with College procedures. In the event the vehicle is not drivable, contact Risk Management for guidance regarding transportation from the scene. Drivers must assume no other obligations or expenses, except at their own cost, and send copies of any written requests or other legal documents they receive to the Risk Management Office. Authorized drivers must agree to cooperate with the College and its insurance carrier in any legal proceedings related to the accident, authorize them to obtain medical records and other pertinent information and submit to examinations at College or insurance carrier expense by physicians of their choice and as often as they reasonably require. Drivers must agree to examinations under oath and submission of signed statements as may be required by the College or its insurance carrier.

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- L. All drivers of College vehicles must have a valid license as described above. A Florida Commercial Driver's License is required when a motor vehicle or motor vehicle combination, used on the streets and highways, has a gross vehicle rating of a declared or actual weight of 26,001 pounds or more; is designed to transport more than 15 persons, including the driver; or is transporting hazardous materials required to be placarded.
- M. The driver's supervisor, with prior approval from the appropriate Campus Facilities Director (CFD), shall have each authorized driver sign the [Vehicle Use Agreement](#) and then request the driving history report from Risk Management. For employee candidates required to drive as a condition of the job function, the driving history report will be requested from Risk Management first. If hired, the Vehicle Use Agreement will be signed at that time. Risk Management will order a seven (7) year driving history report for new drivers. Risk Management will notify the CFD of the driving history results. At that time, if the driver is approved, the Vehicle Use Agreement will be finalized and sent to Risk Management. Risk Management will maintain the College Approved Driver list and records. If the MVR report indicates anything other than a clean driving record, the Executive Director of Risk Management must review the report before driving privileges can be granted. Authorized drivers are required to report to the CFD or the Executive Director of Risk Management within three (3) days or as soon as practicable, and before driving any College vehicle, of a driver's license suspension or upon meeting the criteria listed in paragraph M. Other citations shall be reported within seven (7) workdays.
- N. No one may drive a College vehicle unless approved as an authorized driver by one of the following: The appropriate CFD, the CW Director of Campus Operations, Events & Special Projects, Associate Vice President for Facilities or the Executive Director of Risk Management. Approvals are granted based on meeting all of the criteria in this APM, at the discretion of the above administrators, and when in the best interest of the College. Only the Executive Director of Risk Management may waive a requirement of this procedure.
- O. Revocation in accordance with this paragraph is automatic and takes precedence over any authorization granted. Any employee who drives a College vehicle without authorization, or after such authorization is revoked, may be disciplined per Board policy.
1. Loss of license or meeting any of the following criteria automatically revokes College vehicle driving privileges:
 - a. More than three moving violations in the past three (3) years
 - b. More than two (2) at fault crashes in the past three (3) years
 - c. A single violation in the past three (3) years for any of the following:
 - i. Any alcohol or drug-related driving offense
 - ii. Refusal to submit to a blood alcohol test
 - iii. Operating a vehicle more than 30 mph over the posted speed limit
 - iv. Leaving the scene of an accident
 - v. Any felony crime committed with a vehicle.

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- P. On a bi-annual basis the Executive Director of Risk Management will request a driving history report for all College approved drivers. If any records are returned that may revoke driving privileges of any driver, the Executive Director of Risk Management will immediately notify the employee’s supervisor and the campus CFD.

- Q. Before revoking driving privileges of an employee for whom maintaining driving privileges is a condition of employment, administrators shall notify the College’s Chief Human Resource Officer.

REFERENCES: F.S. 316.305, 1001.64, 1001.65

Adopted Date: September 30, 1980

Revision Date: December 3, 1993, April 15, 2008, July 19, 2011, October 12, 2012, December 16, 2014, November 29, 2017, May 30, 2018, October 14, 2020, April 14, 2021