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BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVISED
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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, student workers and volunteers who operate motor vehicles while conducting business on behalf of Florida State College at Jacksonville (FSCJ/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” includes any motor vehicle, owned, leased, or rented designed for use on public roadways (cars, buses, vans).
- B. College vehicles may only be operated by College employees, student workers and volunteers 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 must operate College vehicles 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, Vehicle Maintenance.
- G. Seatbelts and shoulder harnesses are required to 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

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vehicle. Drivers should avoid placing any loads on the roof. Minor students may not be transported in College vehicles without parental signed authorization and a release of liability.

- H. A mileage log is required be kept for each College vehicle recording odometer readings at departure and return to the College. For vehicles assigned for daily use involving multiple trips, odometer readings are required only at the end of each working day when. Odometer readings must be recorded to the nearest tenth of a mile. Any dents or other damage on the vehicle are to be noted on the log before departure. Gasoline or oil added to vehicles must 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 is required to inform the vehicle custodian of the problem when the key is returned.
- I. Each month, vehicle custodians must review the log sheets for completeness, accuracy, and confirm all use was for College business. The vehicle custodian will sign the log and send it to the Downtown Campus vehicle records custodian. Vehicle logs must be kept for the entire time the vehicle is owned or leased, plus one (1) anniversary year.
- J. In the event of an accident, the driver should take all reasonable steps to protect the vehicle from further damage. Any accident, damage to the vehicle, or theft must be reported to local law enforcement as soon as possible. The driver must promptly notify their supervisor, FSCJ Police and Public Safety and Risk Management, and will provide all information required for an accident report. In addition to a police and security report, complete the College Vehicle Accident Report for located in the information packet in the vehicle. If an employee is injured, a [First Report of Injury](#) form should be completed in accordance with College procedures. If the vehicle is not drivable, contact the Facilities Project Manager for guidance regarding transportation from the scene. Drivers must not assume any other obligations or expenses. Authorized drivers must 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.
- K. 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 fifteen (15) persons, including the driver; or is transporting hazardous materials required to be placarded.
- L. The driver's supervisor, with approval from the appropriate Campus Facilities Director (CFD), must have each authorized driver sign the [Vehicle Use Agreement](#) and then request a driving history report from Risk Management. For employee candidates required to drive, the driving history report will be requested first. If hired, the Vehicle Use Agreement will be signed at the time of hire. Risk Management will order a seven (7) year driving history report for new drivers and share the results with the supervisor and CFD. If the driver is approved, the signed agreement is finalized and sent to

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Risk Management who will maintain a list of approved drivers. If the report indicates anything other than a clean driving record, the Executive Director of Risk Management will review and determine eligibility. Drivers must report any license suspension, or any issue listed in paragraph N to the CFD and Executive Director of Risk Management with three (3) days, or as soon as possible. Other citations shall be reported within seven (7) workdays.

- M. No one may drive a College vehicle unless approved as an authorized driver by one of the following: The appropriate CFD, the Facilities Project Manager, 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.
- N. 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 (3) 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.
- O. 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.
- P. 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.



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REFERENCES: F.S. 316.305, 1001.64, 1001.65

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