

DIN: 6040-1-01
Title of Policy: Vehicle Fleet Safety Program

Policy

Northwest Technical College implements a Vehicle Fleet Safety Program that is designed to help assure that safe driving practices are followed by individuals driving vehicles on college business. Drivers are required to submit a Vehicle Use Agreement prior to driving a vehicle on state or college business, and the college will maintain records documenting the Risk Management Division approval based on driving records of individuals to which permits are granted. This policy is enforced in compliance with the Minnesota State Colleges and Universities Fleet Safety Program, which is part of the Risk Management Division.

Purpose

The purpose of the Vehicle Fleet Safety Program is to promulgate safety and to manage risk.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Faculty, staff, students	Submit Vehicle Use Permit to Administrative Assistant prior to driving a vehicle--whether college-owned, state-owned, rented on behalf of the college or privately-owned--on college business, which includes the provision of Driver's License Number. Students have the additional responsibility of submitting a signed Student Drivers' Responsibilities form.
Administrative Assistant to VP of Academic Affairs	Implement process for individuals to submit Vehicle Use Agreements (VUA) in support of this policy. Conduct Fleet Safety Motor Vehicle Records (MVR) Check Procedure. Maintain Vehicle Use Agreements on file in the Administrative Office, act to approve to deny driving permission, conduct Motor Vehicle Records check procedure (MVR) and communicate with Risk Management Division (RMD) in a timely manner. Ensure the process is implemented annual for returning drivers, as well as for new drivers each the time a new driver requests a vehicle.
Business Manager	Assure determination of eligibility using Driving Record Criteria (attached to this policy document) by sending information on applicants to Risk Management Division. Maintain a spreadsheet of eligible drivers and submit annually to RMD. The spreadsheet includes License Number, Last Name, First Name, Middle Name/Initial, Date of Birth. Notify requestors of approval or non-approval.
RMD (Risk Management Division) staff at the Office of the Chancellor	Receive MVR (Motor Vehicle Records). Research drivers' records on receipt of a request for compliance on specified criteria. Talk with Administrative Assistant regarding anyone that falls within the conditional guidelines.

Supporting References

Listed below are college document(s) that support this policy:

6040-4-01 Vehicle Use Agreement with Attachment A (Student Drivers' Responsibilities form).

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 08/22/19 4:20 PM
Document Number:6040-1-01	Rev. 6/19	Page 1 of 2	Level #1
Title: Vehicle Fleet Safety Program			Implementation Date: 6/09
Approved: President Hensrud	Date:	Check here if policy should appear in student handbook:	

6040-2-01 Checking Fleet Safety Motor Vehicle Records (MVR)

Compliance References:

Listed below are references to compliance requirements:
Minnesota State Fleet Safety Program

**Vehicle Fleet Safety Driving Record Criteria
(Attachment to Policy 6040-1-01)
Minnesota State – Fleet Safety Program
Eligible/Ineligible Driving Record (as developed by Dept of Admin)**

Eligible rating:

- a. No more than 2 Minor Violations in the last three years;
- b. No more than 1 At-Fault Accident in the last three years.

Conditional Rating:

- a. No more than 3 Minor Violations in the last three years;
- b. No more than 2 At-Fault Accidents in the last three years;
- c. Any combination of Minor Violations, Major Violations and At Fault Accidents in the last three years totaling no more than 3 occurrences.

Ineligible Rating:

- a. One or more Major Violation in the last five years;
- b. 4 or more Minor Violations in the last three years;
- c. 3 or more At-Fault Accidents in the last three years;
- d. Any combination of Minor Violations, Major Violations and At Fault Accidents in the last three years totaling 4 or more occurrences.

Definitions:

- a. At-Fault Accident – Any accident where the driver is cited with a violation or negligently contributes to the incident or any single vehicle accident where the cause is not equipment related.
- b. The term “Major Violation” shall include any of the following:
 - Driving under the influence of alcohol and/or drugs
 - Failure to stop/report an accident
 - Reckless driving
 - Driving while impaired
 - Making a false accident report
 - Homicide, manslaughter or assault arising out of the use of a vehicle
 - Driving while license is suspended or revoked
 - Careless driving
 - Attempting to elude a peace officer
- c. The terms “Minor Violation” shall include any moving violation other than a Major Violation noted above, however not including:
 - Motor vehicle equipment, load or size requirement violations
 - Improper/failure to display license plates (if valid license exists)
 - Failure to sign or display registration (if valid registration exists)
 - Failure to have drivers license in possession (if valid license exists)

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