

Subject: Motor Pool & Driving Record Check Policy		Policy # 14.9
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	Approved By: Brock Rasmussen, AVP Facilities	Page 1 of 6

14.9 – Motor Pool & Driving Record Check Policy

The Campus Safety Department operates a motor pool of two passenger vans and one Chevy pick-up truck. Students, faculty and staff can use these vehicles for college related business including academic or departmental activities. Students, faculty and staff who are eligible to operate a vehicle from the motor pool agree to follow all of the requirements as stipulated in this policy.

This policy is also in effect for employees whose position description requires them to drive as a part of employment. For more information on how this impacts employees in this category, see the sections on Eligibility to Drive and Insurance.

1. Eligibility to Drive

- Must maintain a valid drivers license.
- Students, Faculty or Staff who must have a motor vehicle record (MVR) check completed include;
 - Individuals who request to drive a vehicle from the Motor Pool
 - Individuals who will be leasing a vehicle and transporting students in the leased vehicle.
 - Employees whose position description requires driving as a part of MCAD employment.
- In order to have an MVR completed, prospective drivers must submit a consent form that is available at the Campus Safety Office. A photocopy of the employee or student's driver's license will be taken at that time as well. It will take approximately four business days for the record check to be complete.
- Driver eligibility will be determined by reviewing the prospective driver's MVR against an established point criteria system. See section 14.9.2 titled MCAD Motor Vehicle Record Point Criteria for the point system which is located at the end of this document.
- All information submitted by the driver and received from the motor vehicle departments by way of a background check company will be treated in accordance with the **Driver's Protection Act** and the **Fair Credit Reporting Act**.
- The faculty, staff or student driver shall report any moving violations or accidents to the Director of Campus Safety If they occur after the initial record check has been conducted.
- MCAD may periodically request that a driving record be re-checked for those who lease a vehicle, and/ or use MCAD vehicles to transport students.

2. Costs

The Motor Pool rental rate is .70 cents per mile. The rental is charged back to the department account number at the end of each quarter (September 1st, January 1st, April 1st, June 1st).

3. Mileage Restriction

MCAD vehicles may not travel beyond a 60-mile radius from the main campus.

4. Leasing Vehicles

When the MCAD vehicles are not available or their use would take them out of the 60 mile radius, the individual may contact a leasing company. In doing so, the individual must arrange for the cost of the lease to be paid for by the department that is directly sponsoring the event. Any rental company can be used, however Thrifty Car/Van rental has provided leasing services to MCAD regularly. Drivers of leased vehicles who will be transporting students must have an MVR check completed (see eligibility to drive section above).

Thrifty Car/Van Rental
1313 Nicollet Ave. S.
Minneapolis, MN
612-333-2050

5. Motor Pool Reservations - Requests/Cancellations

- Vehicles are available on a first-come, first served basis.
- Reservations can be made as far in advance as desired.
- Only *faculty or staff* can reserve a vehicle.
- Requests for vehicles can be made by stopping at the office, emailing Campus Safety Or calling Public Safety.
- The information needed to request a vehicle is the following:
 - date and times of use
 - name of the person reserving the vehicle
 - name of the authorized driver
 - the destination
 - the department paying for the use.
- Cancellation of a vehicle request should be made as soon as it is known that the vehicle is not needed.

6. Key Pick Up, Vehicle Parking, Key Drop Off

- Vehicle keys can be picked up at the Campus Safety Office at the scheduled time of use. Keys will be attached to a clipboard along with a trip log sheet, accident/emergency information and a gas credit card.
- Only the person scheduled to drive the vehicle can pick up the keys and operate the vehicle.
- At the conclusion of the trip, the driver must promptly return the keys and clipboard to the Campus Safety Office. The trip log sheet should be filled out and a gas receipt turned in if applicable.
- The vehicles should be parked in the designated spaces in the reserved parking lot south of the Main building.

7. Driver's Responsibilities

- The driver should inspect the vehicle using the list provided at the bottom of the check out log at the beginning of any trip. Then at the conclusion of the trip, note any damage or malfunctions. Any inspection concerns should be noted on the trip log and reported to Public Safety.
- The driver will operate the vehicle in a safe manner, observing all city and state ordinances/laws.
- Seat belts are to be worn by all occupants of the vehicle. The driver is responsible for ensuring that the occupants comply with this requirement.
- Smoking is strictly prohibited in all vehicles.

- Vehicle headlights will be turned on at all times while the vehicle is in motion.
- The driver will not use a cellular telephone or other two-way communication device while the vehicle is in motion.
- The driver will not eat while operating the vehicle.
- Vehicle load capacities must not be exceeded including the number of occupants.

Passenger Maximums:

- (2) Van- 11 passengers, including driver (height limit 6'10")
- Ford Pick-up truck- 3 individuals, including driver.
- The driver is expected to clean the vehicle, removing all loose trash and excessive amounts of mud or dirt.
- Fines resulting from traffic or parking violations will be the obligation of the driver.
- Use of the motor pool is a privilege and it can be revoked.
- Drivers will review the safety checklist before using the vehicle.

8. Gasoline

- The vehicle gas will be paid by the Motor Pool budget of the Facilities Department; however, it is the responsibility of the driver to fill the vehicle up.
- A Wells Fargo credit card is located inside the clipboard. It can only be used at service stations (for gasoline) and has a \$75 maximum charge amount per visit twice a day.
- The credit card should be used at the gas pump. Their receipt should be left in the metal clipboard box, and turned into Campus Safety at the conclusion of the trip.
- It is the driver's responsibility to ensure that the gas level in the tank does not fall below half a tank full.

9. Accidents

- In the event of a vehicular accident, the driver will stop at once and notify the police.
- An envelope with a vehicle accident report packet is located inside the clipboard and should be completely filled out at the time of the accident.
- All accidents, no matter how minor, must be reported as soon as possible to the police, the Campus Safety Department and the driver's immediate supervisor or faculty or staff member sponsoring the trip.

10. Insurance

- The insurance policy is located in the glove box of the vehicle and inside of the clipboard.
- The insurance policy covers damage to the vehicles, liability for damage to other vehicles and bodily injury to others from official use of the college vehicle.
- The driver is personally responsible for all costs or damages for personal, illegal or unauthorized use of the college vehicles.
- When employees use their personal vehicles on college related business, it is the employee's responsibility to have and maintain their own vehicle insurance coverage. See the section in the Business Office Manual on Vehicle Use and Mileage Reimbursement.

11. Maintenance

All vehicle maintenance will be the responsibility of the Facilities Department. Campus Safety will advise Facilities of any malfunctions and routine preventative maintenance needs.

14.9.1 - Panel Van Eligibility to Drive- Procedures

The following are the requirements for the **MCAD - 12000 # GWV Panel Van** to be legally and safely operated.

In addition to the eligibility requirements outlined in section 14.9 sub 1., the following additional requirements are established for operating the panel van.

- Driver must have a current, valid class D or higher Minnesota driver's license carried with the driver. Driver must be 18 years of age for intrastate driving, and 21 for interstate.
- After passing the MVR the applicant will need to complete the "Patient Care Authorization" form found on second to last page of the First Report of Injury packet; the applicant then needs to make an appointment for the medical examination. A certificate from a medical examiner indicating the driver is physically qualified to drive a commercial vehicle is required and must be renewed every 2 years, or as required by the examining physician. This certificate must be in the driver's possession while operating the panel van.
- The medical clinic will then send results of the medical exam to the Human Resources department. If the applicant passes, HR will send a copy of the medical exam certificate to the Occupation Health and Safety Coordinator. The results of the exam will be kept in Human Resources.
- The Occupational Health and Safety Coordinator will then forward a copy of the medical exam certificate that lists the expiration date to the Campus Safety Department Administrative Officer.
- The Administrative officer will then add the persons name and expiration date to the "Panel Van" tab on the Access spreadsheet located on the M:\Officer Resources\Access List folder
- Proof of vehicle insurance must be carried in the vehicle while in operation.
- DOT identification number is displayed on the vehicle, and a copy of medical certificate must be carried on the driver at all times when operating the panel van.
- The vehicle must be properly registered and display current license plates/tabs.
- Emergency equipment, including: fire extinguisher, breakdown warning triangles, fuses for all sizes of vehicle.

Vehicle Inspection –This list of inspections must be completed prior to operating and after operating the vehicle each day (See Inspection Document). The inspection should be completed by the authorized driver, which in most cases will be an employee from Academic Services.

- Service brakes
- Parking brake
- Tires
- Horn
- Coupling devices
- Emergency equipment
- Lights and reflectors
- Steering
- Windshield wipers
- Wheels and rims
- Rear view mirrors
- Records for regularly scheduled maintenance, repairs, and inspections must be kept for one year.

14.9.2 - MCAD Motor Vehicle Record Point Criteria

This policy has been developed for the purpose of establishing who is required to have a Motor Vehicle Record (MVR) check and develop a point system for driver eligibility which is congruent with MCAD's insurance carrier point system. See Public Safety's Motor Pool Policy 14.9 as well as the Business Office policy on Vehicle Use and Mileage Reimbursement.

Students, Faculty or Staff who must have a motor vehicle record (MVR) check completed include;

- Individuals who need to drive a vehicle from the Motor Pool
- Individuals who will be leasing a vehicle and transporting students in that leased vehicle.
- Employees whose position description requires driving as a part of MCAD employment

An initial Motor Vehicle Record (MVR) review for these employees is required. An annual MVR check may be completed by MCAD's insurance company. In addition, MCAD reserves the right to periodically request a MVR check to ensure that employees of MCAD continue to meet eligibility requirements. This typically will occur every three years for infrequent drivers or more often for those drivers who drive with a greater frequency. These periodic checks will apply to employees who use an MCAD vehicle to transport students, and/or a leased vehicle to transport students.

The following accident/moving violation point system shall be used as a guide to determine driver eligibility. An eligible driver is one who develops a total of **5 points or less**.

MVR Program Definitions	Points
Major Convictions (within the past 3 years); <ul style="list-style-type: none"> • Driving while intoxicated, including implied consent, or under the influence of alcohol or drugs • Failure to stop and report an accident (Hit and Run) • Criminal vehicular homicide • Driving while license is suspended or revoked. • Reckless and/or careless driving • Any other violation deemed severe enough to warrant suspension of driving privileges 	6
Major Convictions (over 3 years old); <ul style="list-style-type: none"> • As defined above. 	3
Minor Convictions (within the past 3 years); <ul style="list-style-type: none"> • Any other traffic convictions • Moving violations 	1
At-Fault Accident (within the past 3 years); <ul style="list-style-type: none"> • An accident arising out of motor vehicle use and due to the negligence of the operator, or for which the operator was at fault. 	3
Not At Fault Accident (within the past 3 years); <ul style="list-style-type: none"> • 1st Accident is 0 points • Subsequent accidents (2nd and more) is 1 point 	1
Driver's licensed less than 2 years;	2
Two Incidents (within the last 18 months); <ul style="list-style-type: none"> • Any accident, minor conviction, or major conviction for which points are scored above. 	1

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Three Incidents (within the last 18 months);	
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- Defined above.

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** The insurance company's driver criteria may vary year to year. They are the final arbiter of driver eligibility.

I have read and understand the above driver point evaluation policy as well as the attached Motor Pool policy and Business Office Vehicle Use and Mileage Reimbursement Policy. I am signing below to verify my understanding and acceptance of the policy.

Employee Signature: _____ Date: _____